

Board of Commissioners
Chair Rob Putaansuu
Vice Chair Danielle Murphy
Becky Erickson
Charlotte Garrido
Robert Gelder
Kol Medina
Ed Wolfe

Executive Director
Stuart Grogan



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<http://www.housingkitsap.org>

HOUSING KITSAP BOARD OF COMMISSIONERS

AGENDA

February 20, 2018

10:45 am - 11:45 am

Kitsap Transit Harborside Conference Room: 60 Washington Ave; 2nd floor

- 1. Call to Order**
- 2. Public Comment** (Please limit comments to 3 minutes)
- 3. Review of the Proposed Agenda**
- 4. Meeting Minutes** **Page 2**
- 5. Board questions and discussion regarding the following Program Updates:**
 - A. Executive Director (Stuart Grogan)** **Page 5**
 - B. Business & Technology Resources (Wendy Dutenhoeffer)** **Page 11**
 - 1) Tenmast discussion
 - C. Single Family/Self-Help (Dean Nail)** **Page 17**
 - 1) Sherman Ridge discussion
 - 2) Down Payment Assistance (DPA)
 - D. Development (Stuart Grogan and Mike Brown)** **Page 33**
 - E. Real Estate Management and Housing Program (REMHP) (Holly Paterson)** **Page 55**
- 6. For the good of the order**
- 7. Adjourn**



Board of Commissioners

Agenda Item Summary

MEETING DATE: February 20, 2018

AGENDA ITEM: 4

AGENDA TITLE: Meeting Minutes

SUBMITTED BY: Tara Owensby

TITLE: Administrative Assistant

Reviewed and approved for inclusion in the packet by: Executive Director

ATTACHMENTS: Draft minutes

STRATEGIC PLAN LINK: NA

FISCAL IMPACT: None

RECOMMENDATION: Approve

SUMMARY STATEMENT:

Minutes from the prior meeting are provided each month for review and adoption.

**RECOMMENDED
ACTION:**

Motion to approve the minutes

Board of Commissioners
Chair Rob Putaansuu
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HOUSING KITSAP BOARD OF COMMISSIONERS
WORK STUDY
JANUARY 16, 2018
MINUTES

Board in Attendance: Mayor of City of Port Orchard Rob Putaansuu (Chair), Resident Commissioner Danielle Murphy (Vice Chair), Mayor of City of Poulsbo Becky Erickson, Kitsap County Commissioner Charlotte Garrido, Kitsap County Commissioner Rob Gelder City of Bainbridge Island Council Member Kol Medina, Kitsap County Commissioner Ed Wolfe.

Attending Staff: Executive Director Stuart Grogan, Chief Financial Officer Wendy Dutenhoeffer, Self-Help Program Director Dean Nail, Director of Real Estate Management and Housing Programs Holly Paterson, Administrative Support Assistant Tara Owensby, Notary Jennifer Di Vitto.

Absent: Project Manager of Affordable Housing Development Mike Brown.

1. Call to Order:

Chair Putaansuu called the meeting to order at approximately 10:45 a.m.

2. Public Comment:

No public comment.

3. Review of the proposed agenda:

No comment on the agenda.

4. Meeting Minutes:

The November Work Study meeting minutes were approved by consensus with one abstention.

5. Action Items:

A. Swearing in of new Board Commissioner

Chair Putaansuu recited the Oath of Office to Mayor of Bainbridge Island and Council Member Kol Medina.

B. Consideration of a motion to authorize the Executive Director to execute agreements with the selected Architect and General Contractor to further the implementation of the Rental Assistance Demonstration (RAD) project.

Commissioner Medina requested clarification on page 5, and asked what the preservation was for? Stuart apologized for the missing line or two of information, and stated that the project is to preserve

the same type of housing that is being repositioned. Commissioner Medina asked if it is normal procedure for action items at the work study meeting. Stuart and Board members informed Commissioner Medina that is not typical, only when absolutely necessary staff will request action to be considered at a work study session.

Commissioner Erickson moved to approve the Executive Director to execute the agreements with the selected Architect and General Contractor to further the implementation of the Rental Assistance Demonstration (RAD) project contracts as presented. Commissioner Gelder seconded. Motion carried.

6. Board questions and discussion regarding the Program Updates:

Vice Chair Murphy announced that she would love to attend the annual PNRC Conference in Seattle if the Board approved her to attend. All in attendance agreed that Commissioner Murphy could attend as long as there was room in the budget.

Vice Chair Murphy informed the Board that she submitted an application to sit on the Poulsbo City Council. If application is accepted Chair Putaansuu instructed Stuart to further investigate any conflict of interest there might be of an HK Board member holding a seat on the Poulsbo City Council.

A. Executive Director

Commissioner Garrido requested a clearer list of different types of functions in the Executive Director report. The Board encouraged Tara to look over the Kitsap Transit Board packets, to use Kitsap Transits packet as an example for formatting the Housing Kitsap Board agenda and packet, adding agenda summaries to each agenda item in the HK packet.

Commissioner Gelder mentioned that Baystreet in Silverdale will undergo utility projects. Commissioner Wolfe added that the Baystreet project will not start until the Silverdale way project is complete.

B. Business & Technology Resources

Budget Discussion: Wendy reported that she had a conference call with HK's consultant with Nan MacKay and are working to get the reports up and running.

Commissioner Wolfe requested that Wendy briefly explain Tenmast to Commissioner Medina to get him up to speed so he may better understand the history. Wendy briefly provided an overview of the previous process leading up to the conversion to Tenmast along with all the problems HK has had implementing Tenmast. Commissioner Medina thanked Wendy for the overview. Commissioner Erickson mentioned how remarkable it is that HK has converted the General Ledger due to the amount of history that was not well defined and is pleased to finally see HK have intergraded reporting.

Commissioner Gelder mentioned that this Budget format is a night and day difference from how budgets have been done in the past. Wendy said that her goal for the next year is to provide the Board with more information by providing footnotes for each property.

There was a discussion of the HK budget that was previously presented, to allow Commissioner Medina to better understand the HK budget and its history.

C. Single Family/Self-Help:

Dean provided a visual map of Mason County outlining a property that could potentially mean 128 lots for the Mutual Self-Help program.

Dean informed the Board that USDA RD is redefining boundaries in Rural Communities. The most current version of the map indicates Port Orchard, Silverdale and Bainbridge Island are ineligible. Dean informed the Board that his team is working with Rural Communities Assistance Corporation (RCAC) to submit feedback to USDA RD on the impact of this change. They are also working with USDA RD on the national level to develop a method for the local area offices to grandfather projects owned by grantees, or those named as lead developers of affordable housing.

D. Development:

Stuart mentioned that Almira should be wrapped up before the end of the month.

E. Real Estate Management and Housing Program:

Holly provided maps of properties and encouraged the Board to contact her with any questions or concerns.

F. Executive Session:

Chair Putaansuu identified there was no need for an Executive Session. Commissioner Medina questioned the formality of the Executive director review being sent by the executive director. It was suggested that next time it be sent differently.

Chair Putaansuu motioned to adopt the 2017 performance evaluation of the Executive Director. Commissioner Gelder moved to approve. Commissioner Erickson second. Motion carried.

7. Adjournment:

The Board of Commissioners Work Study meeting was adjourned at approximately 11:45 a.m.

ATTEST:

ATTEST:

STUART GROGAN
Executive Director

TARA OWENSBY
Administrative Support Assistant

Date Approved



Board of Commissioners

Agenda Item Summary

MEETING DATE: February 20, 2018

AGENDA ITEM: 5A

AGENDA TITLE: Executive Director Update

SUBMITTED BY: Stuart Grogan

TITLE: Executive Director

Reviewed and approved for inclusion in the packet by: Executive Director

ATTACHMENTS: Monthly summary

STRATEGIC PLAN LINK:

FISCAL IMPACT:

RECOMMENDATION: None

SUMMARY STATEMENT:

The attached report provides an update on the Executive Directors activities from the prior month including announcements, updates on pending legislation, and areas of potential risk to HK.

**RECOMMENDED
ACTION:**

Staff will provide any updates that may have occurred since the writing of this report and will be available to respond to any questions.

A. Executive Director (Stuart Grogan)

1. The following is a brief summary of the activities I have been involved with since the last meeting of the Board:

- Executed the following documents:
 - Signed Bayshore right of way deeds;
 - Signed contracts with RAD architect and GC;
 - WBAR submissions for HK's annual reporting;
 - SAO engagement letter and amendment letter;
 - Housing Solutions Center partnership agreement;
- Worked with staff on development projects including:
 - Webinar on RAD projects presented by the National Association of Housing and Redevelopment Officials (NAHRO);
 - Meetings with neighboring property owners or stakeholders to introduce the preliminary plan;
 - The Suzuki project including attendance at several planning and public meetings;
 - Coordinated with other service groups and our contractor to clear the Almira site;
- Worked with REMHP staff on projects including:
 - Continued research on Orchard Bluff life estate and replacement home issues;
- Worked with BTR staff on issues including:
 - Tenmast conversion;
 - State Auditor's Office entrance meeting;
- Worked with Self Help staff on issues including:
 - Attendance at meeting with Olympia to meet with program managers at the Department of Rural Development;
- Worked with Human Resources on a variety of staffing issues;
- Attended City of Bainbridge Island Affordable Housing Task Force meetings;
- Participated in the City of Poulsbo housing group meeting;
- Attended a meeting with Port Orchard homelessness task force;
- Attended a meeting with representatives of the Kingston area to discuss housing issues;
- Participated in the Point In Time count as a field count interviewer and at the Silverdale emergency shelter;
- Met with administrative staff to address operations issues;
- Regular check in meetings with senior staff as a team and individually; and
- Attended the first quarterly meeting of the Association of Washington Housing Authorities in Olympia, WA.

2. This month, I was very excited to receive a copy of a notice from Carl Richie, the President of NAHRO, inviting Holly Paterson to serve at the national level; a portion of the notice follows:

Dear Ms. Paterson:

I am excited about working together with you to unite our industry and to advance opportunity. The next two years will likely be among the most challenging our industry has faced. In order to be successful, NAHRO will need a strong, active, and engaged leadership team.

I invite you to join our team and serve in a National NAHRO leadership position during my presidency by serving on the **Housing America Task Force**. Committees, task forces and ad hoc groups are NAHRO's heart and soul and they provide NAHRO with vision, ideas and direction. This is where the hard and rewarding work of moving NAHRO forward occurs. I selected you because of your knowledge and dedication to our industry, as well as your experience with and participation in NAHRO at both the local and national levels.

This is a very exciting opportunity. I am pleased that HK and I can support Holly in this leadership position.

3. As approved by the Board at the last business meeting, staff submitted comments and sent the attached letter to our legislative representatives in the State House and Senate in support of the proposed Sources of Income Discrimination legislation. As of February 14, 2018, House Bill 2578 and Senate Bill 5407 had passed on third reading.

4. Risk:

- Staff and I have been working to address the concerns of a former tenant of the Orchard Bluff mobile home park. After moving them from their mobile home to an apartment at Conifer Wood, we had the mobile home where they had formerly lived demolished. They have asserted that we should provide another mobile home and move them back to Orchard Bluff. We have reviewed the matter with legal counsel and believe that we have no further obligations to this tenant. We are currently assembling all the documentation available and will review the matter further with the tenants.
- Late last year, we received a letter (attached) from a Harborside owner who asserts that we are in violation of a permit issued during the construction process of the project. This letter followed his pretty extensive search of HK's and the City of Bremerton's records for the property. We have scheduled an inspection of the property at low tide coming up on the afternoon of February 22, 2018.

Board of Commissioners

Ed Wolfe

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Kol Medina

Executive Director

Stuart Grogan



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Representative Michelle Caldier
122G Legislative Building
PO Box 40600
Olympia, WA
98504

Dear Representative Caldier:

The Board of Commissioners of the Kitsap County Consolidated Housing Authority has reviewed the proposed legislation, House Bill 2578, to ban discrimination based on a renter's source of income and we are in support

Unfortunately, fair housing laws and anti-discrimination regulations do not prohibit this practice. Landlords in most places in Washington are able to deny housing to prospective tenants who use Housing Choice vouchers, veterans' benefits, Social Security Income, and other forms of rental and income assistance.

Affordable housing is a critical issue in Kitsap County as it is in many counties in the State of Washington and communities need the assurance that every affordable housing unit and subsidy tool available is fully utilized. Something is wrong when a family with children, who has a valid Section 8 housing choice voucher, has to spend nights in an emergency shelter because they cannot find housing that will accept their voucher. We don't like that this occurs in Kitsap County and we don't want to hear that it happens elsewhere. This legislation provides a reasonable balance between the needs of both renters and landlords especially since landlords can to protect their buildings with a fund for reimbursement if units are damaged or rent unpaid.

Sources of income discrimination significantly limits housing options for people of color, single-parent headed households, seniors, veterans, and people with disabilities by increasing their risk of homelessness. We urge you to support and approve HB 2578 to help assure that families in need have access to safe and affordable housing.

Sincerely,

A handwritten signature in blue ink, appearing to read "Rob Putaansuu".

Rob Putaansuu, Chair
Board of Commissioners



Date: 9 January 2018

Mr. Stuart Grogan
Executive Director
Housing Kitsap
2244 NW Bucklin Hill Rd
Silverdale WA 98383

Dear Mr. Grogan,

Summary: Housing Kitsap has violated the Shoreline Management Act (SMA) and the City of Bremerton Shoreline Master Program (SMP) and remains non-compliant today. Specifically, Housing Kitsap has not obtained a Shoreline Substantial Development Permit (SSDP) for the 2005 emergency slope stabilization of parcel 132401-3-207-2007. Neither has Housing Kitsap extended the riprap revetment to protect this area of high geologic hazard (landslide). The riprap solution was recommended by geotechnical engineers, proposed by Housing Kitsap, and required by the City of Bremerton Department of Community Development (DCD). I ask that you bring Housing Kitsap into compliance.

Background: Over the last three years, I have worked to persuade Housing Kitsap to trim and maintain vegetation on the subject property, a bluff along the public walkway on the waterside of the Harborside Condominiums. There are four reasons for asking Housing Kitsap to maintain their property.

- **First, it improves the stability of the bluff.** A 2015 arborist evaluation noted the potential instability and recommended mitigation. This protects the shoreline, private property, public property, and nearby utility infrastructure.
- **Second, it improves public safety** along the City's featured promenade. The uncontrolled vegetation creates a visual screen that, combined with poor public lighting, provides a stage for criminal mischief, burglary, and assault. As well, the landslide potential threatens physical safety.
- **Third, it complies with the SMP and the Downtown Sub Area Plan.** The SMP provides requirements for view corridors and vegetation monitoring and management. As adopted by Ordinance 5034, the sub area plan addresses views and vantage points that give the Downtown core its distinctive character and connection to a rich maritime heritage.
- **Fourth, it preserves the tax base.** The unmanaged bluff diminishes the value of neighboring property, eroding the tax base and depressing real estate prices.

In 2015, I received a permit from the City of Bremerton for vegetation trimming and, with your permission, commissioned a licensed tree service to perform that maintenance and address these problems. For the past two years, I paid for this maintenance because I felt compelled to protect myself, my neighbors, the public, and the environment.

In 2016, I asked Housing Kitsap and its Commissioners to take responsibility for this maintenance and its expense. They took no action. I appealed to the Kitsap County Commissioners, the City of Bremerton Mayor, the City Council, and the Port of Bremerton Commissioners. In all correspondence, I reiterated that this uncontrolled vegetation obstructed visibility along the waterfront promenade and threatened public safety. I feared for pedestrians along this shielded, dimly lit walkway. I cautioned that the unmanaged landscape jeopardized bank stability. None of these appeals brought results.

Discussion: In 2017, I discovered multiple reports of sloughing on the bluff. For example, in October 2005, the northern end of this bluff was considered "an imminent threat to public health and safety," which required remediation using concrete. In 2013, when a small landslide scarp and tension cracks were

that "the eroded sea caves were filled in with shotcrete and the resulting armoring of the sea cliff is satisfactory for the temporary condition." Further, the licensed engineer states that "Long term shoreline protection is still required. As we understand this will occur within the next 18 months and will consist of placing riprap shoreline protection." (Reference: Terra Associates (Schepper) email of Tuesday, December 20, 2005 4:18 PM, "Subject: 12-14-05 site meeting - Bremerton Waterfront Condo's")

In a 2006 status report for a Federal grant, Housing Kitsap summarizes project accomplishments noting that "Undermine caves, that were discovered during the preliminary planning stages, were also addressed in late 2005.² Due to the caves and the shoreline erosion occurring at the foot of our high-bank bluff, preventative measures were taken to ensure bank stability...the cave and bank stabilization was completed without error. Work included filling the undermines with shotcrete as well as using shotcrete at the foot to create a sea-wall to prevent further erosion. On the bluff above the undermines, Madrona trees that had grown horizontally out of the bank were cut back to remove excess weight on the bank. The bank stabilization is only a temporary fix. As the City of Bremerton begins to make utility improvements along the beach on our east bank, a permanent solution towards stabilizing the bank will be addressed." (Reference: 2006 0301 KCCHA (Tusberg) Letter to US Department of Housing and Urban Development (DHUD) (Lambert) re: Project B-04-SP-WA-0869 Status)

The requirement for riprap along the bluff and the commitment to its installation is clear. The absence of riprap testifies to one or more major violations of the SMA/SMP for which civil penalties may be due.

Neither agency responding to my records requests produced documents supporting compliance with DCD direction. There was no progress toward a new SSDP or a riprap installation. Instead, as indicated above, action was deferred. Neither agency provided documentation that the permit was ever completed. There is no other conclusion than that the temporary stabilization intended for 18 months of service just celebrated its 12th anniversary. The spreading scar of eroded concrete over the tidelands suggests impending failure.

I request that Housing Kitsap take immediate and urgent action to eliminate this public risk. I hope that Kitsap County and the City of Bremerton will apply themselves equally to the task. I remain disappointed in their past disregard for the problems described. I expect that the County, City and Authority can find a solution. However, if they do not, I am prepared to appeal to State and Federal authorities.

Sincerely,



R. S. Chwaszczewski

Copies: Kitsap County Commissioners, Assessor
City of Bremerton Mayor, Council, Director DCD, Director Public Works & Utilities
Port of Bremerton Commissioners

² The subject report claims cave discovery during project planning. Earlier documents state otherwise and confirm discovery during construction following Site Plan Review and SSDP approvals.



Board of Commissioners

Agenda Item Summary

MEETING DATE: February 20, 2018

AGENDA ITEM: 5B

AGENDA TITLE: Business and Technology Resources (BTR)

SUBMITTED BY: Wendy Dutenhoeffer

TITLE: Director of BTR

Reviewed and approved for inclusion in the packet by: Executive Director

ATTACHMENTS:

Division update

STRATEGIC PLAN LINK:

FISCAL IMPACT:

RECOMMENDATION: None

SUMMARY STATEMENT:

The attached report provides an update on all of HK's efforts within this program including the software conversion, annual budget, asset management and repositioning, human resources and information technology.

As has been requested by the Board, we would like to provide a more detailed update on the software conversion process and next steps.

RECOMMENDED ACTION:

We would like to specifically discuss <u>Tenmast</u> . Staff will provide any updates that may have occurred since the writing of this report and will be available to respond to any questions.

B. Business & Technology Resources (Wendy Dutenhoeffer)

Our team continues to work on several interdependent projects; Tenmast troubleshooting, budgeting; general ledger restructure and clean-up.

The following lists provide more detailed information on our team's current and ongoing projects:

- General:
 - The auditors for Heritage and Viewmont submitted the final report on February 14, 2018.
 - The auditors from the State Auditor's Office (SAO) held the opening conference and anticipate being on-site through March. They have requested additional time to understand Tenmast issues and take a deeper dive into the indirect cost allocations, focusing on the 523 TA grant.
 - Continued goal of creating desk manuals for all positions and a job shadowing program. Milestones to complete before implementation of this goal:
 - Departmental restructuring based on project based accounting. A basic outline of the new structure is complete and the first phase of restructuring was reviewed by senior staff and the board. The second phase is slated for review after all Tenmast items are working.
- Budgets:
 - We have started the 2019 budget process. Payroll tables are in process and general budgeting training will be scheduled in March.
- General Ledger:
 - Mapping historical activity from Great Plains COA to the Tenmast COA is complete and in the hands of Tenmast. Next step is loading and testing.
 - Determined that there are not any loan or partnership requirements for having accounts at a specific bank. Held a preliminary meeting with Key Bank regarding consolidating accounts (each property would have 3 separate accounts). Continue to research pros and cons of consolidating accounts with one bank.
- Departmental Strategic Planning is on hold during the software conversion.
- Finance & Debt:
 - Heritage and Viewmont Partnership Exit: -- Financial statements needed before final exit. Key Bank has given an extension until March 2018. We do not anticipate that reports will be readily available through Tenmast so reports will be manually created.
 - The Bank of America note on Madrona Manor (~\$100k) is scheduled to be paid off through reserve funds.
 - Railroad Avenue Association:
 - Enterprise Communities agreed to extend development service agreement. Next step is to work with Rural Development to allow more project cash-flow so that the remaining \$46,000 in developer fees outstanding is not lost;
 - Liberty Bay is under consideration by the upper-tier investors with Enterprise for a no cost exit that is planned to be completed by the end of March; and
 - Continuing to review short and long-term debt for refinance options.

- Human Capital Management:
 - Recruited and on-boarded 2 site managers and 1 maintenance technician. A construction supervisor for Self-Help is slated to start in March. There are not any current recruitments, though we continue to advertise for site manager and maintenance positions.
 - Held first day of all-staff training with Mike Nash consulting. Topics to be covered include morale, adaptive skills, triangulation and behavior styles. This is a continuation of the work done last year by the supervisory staffs in each of the divisions;
 - Onboarding section of HR software is complete, with a few form uploads outstanding. The recruiting module is the slated to be launched next.
 - Upcoming Projects
 - First Aid and CPR training for all staff scheduled.
 - Training plan – Onboarding & block training
 - Employee Satisfaction Survey
 - Creating “development plans” in lieu of “performance reviews”
 - People first philosophy
 - Code of Conduct
- Information Technology:
 - Updated Windows settings to accommodate Windows 10
 - Determined age of UPS devices and batteries and created a plan for battery replacement during the 2019 fiscal year.
 - Creating employee equipment check out form for implementation in Pay Northwest.
 - Researching intranet software as a centrally based communication and contract information portal as well as a central electronic filing system.
 - Texting archiving software deployed on all company issued cell phones.
 - Updated security software and Team Viewer remote access software.
 - VOIP Phone Conversion
 - Working through steps needed to deploy ShoreTel phones via a VOIP system to all property sites.
 - We are obtaining estimates from Cisco for purchasing a new VPN router. The other option is to purchase a server along with a VMware license. Once all estimates are received and reviewed we will move forward with the best option.
 - Website
 - Anticipate requesting bids by February 2018. Also reviewing website provider used by the City of Port Orchard.
 - Addressing patch conflict with Meltdown and Spectre security risks.
- Internal Controls –rewriting job descriptions to encompass responsibility for internal controls and policy and procedure updates.
- Records:
 - Offsite archive organization
 - Washington State Archives office is not available to have records archives organized. Looking at alternatives.

- o Fulfilled public records requests
 - Internal – 0
 - External – 0
 - o Request in progress:
 - Internal – 0
 - External – 6
- Tenmast Conversion:
 - o Began conversations with MRI / Boston Post (company that purchased Tenmast) regarding switching over to their platform.
 - o Telephone conference with Tenmast staff, including COO. Provided list of non-functional software issues and missing modules that do not allow us to conduct business electronically, as promised.



Office of the Washington State Auditor
Pat McCarthy

February 13, 2018

Board of Commissioners
Stuart Grogan, Executive Director
Wendy Dutenhoeffer, Chief Financial Officer
Kitsap Consolidated Housing Authority
2244 Northwest Bucklin Hill Road
Silverdale, WA 98383

RE: Amendment to engagement letter dated January 30, 2018

Our original engagement letter described the nature and limitations of audit services provided, responsibilities of each party and other engagement terms. This amendment notifies you of certain changes to the original engagement letter.

The audit scope describes assurance services you require or have requested. As described in the original engagement letter, the estimated cost and completion date may change if unforeseen circumstances arise or if significant audit issues are identified necessitating additional work.

The purpose of this amendment is to replace the estimate of cost to complete the audit in the "Estimated Audit Costs and Timeline" paragraph of the original engagement letter.

Estimated Audit Costs

Additional hours, plus associated travel costs and other expenses, is required to address the following:

- Additional work necessary due to the change in software system
- Additional work necessary for financial condition analysis
- Additional work determined necessary to complete indirect cost review of Federal Single Audit of the Self-Help program (CFDA 10.420)

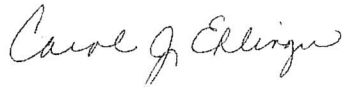
Original estimate	\$63,700	(inclusive of travel and other expenses)
Amendment	\$ 6,100	(excludes travel and other expenses, which will be determined as the audit progresses)
Revised estimate	\$69,800	

Estimated Audit Timeline

No changes to estimated completion dates.

Please contact us with any questions regarding these changes or the status of your audit. We look forward to working with you and your staff to complete the audit.

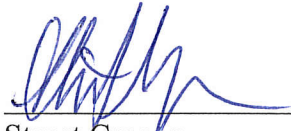
Sincerely,



Carol Ehlinger, Audit Manager February 13, 2018
Washington State Auditor's Office

Authority's Response:

This letter correctly sets forth our understanding.



Stuart Grogan
Executive Director

2/14/18

[Date]

Wendy Dutenhoeffer
Chief Financial Officer

[Date]



Board of Commissioners

Agenda Item Summary

MEETING DATE: February 20, 2018

AGENDA ITEM: 5C

AGENDA TITLE: Mutual Self-Help

SUBMITTED BY: Dean Nail

TITLE: Director of SHOP

Reviewed and approved for inclusion in the packet by: Executive Director

ATTACHMENTS:

Program update

STRATEGIC PLAN LINK:

FISCAL IMPACT:

RECOMMENDATION: None

SUMMARY STATEMENT:

The attached report provides an update on all of HK's efforts within this program including an update on the boundary review currently in process at the Department of Rural Development (RD) and each of our current construction sites.

Sherman Ridge is ramping up to begin construction of the infrastructure this year. An RFP was widely distributed and responses are due on February 16, 2018; staff will bring an updated financial model based on the bids to the meeting. Because of the timing of the sale of lots at our other projects, we estimate we will need to borrow funds to complete construction. Supporting information is provided in this packet in anticipation of a request for a borrowing resolution at the March 6, 2018 meeting.

RECOMMENDED ACTION:

We would like to specifically discuss **Sherman Ridge and Down Payment Assistance (DPA)**. Staff will provide any updates that may have occurred since the writing of this report and will be available to respond to any questions.

C. Single Family/Self-Help (Dean Nail)

- 1 Mutual Self-Help Housing (MSH) by the United States Department of Agriculture Rural Development (USDA RD)
 - USDA RD is redefining boundaries in Rural Communities. The most current version of the map indicates Port Orchard, Silverdale and Bainbridge Island will become ineligible. USDA Olympia has always collaborated with grantees in defining the lines of eligible areas and is doing so this year, too.
 - Bainbridge Island: Housing Kitsap provided current information to USDA to identify the lack of affordable housing on Bainbridge Island, including Housing Kitsap's role for the Suzuki property. To further our cause, we sent a draft letter to Kol Medina to revise and return to Housing Kitsap in support of keeping Bainbridge Island eligible.
 - Silverdale: Central Kitsap County is too densely populated and therefore does not fit into USDA's rural definition. This area is not likely to be eligible.
 - Port Orchard: Sherman Ridge is in a section of Port Orchard that will become ineligible if the boundary lines do not change. USDA is aware that we must move forward with construction of this plat to ensure we have land to build Mutual Self-help homes. However, if the lines remain as they are proposed, we would need to move SHOP dollars into a new development and sell Sherman Ridge. Housing Kitsap has also offered information to show this plat falls within the "Rural by Character" definition, and has a low population, to remain eligible. A draft letter has been sent to Rob Putaansuu to revise and return to us in support of the program outlining the consequences of Sherman Ridge becoming ineligible.
- 2 Community Frameworks' (CF) Self-Help Opportunity Program (SHOP)
 - CF submitted their 2019 SHOP application to HUD on time. We are awaiting the results; hoping for an award to support Melcher and other potential neighborhoods.
- 3 Sherman Ridge, Port Orchard
 - Sherman Ridge was purchased in 2014 to develop Single Family lots for the MSH program. Permits to develop the land were submitted to the City of Port Orchard in late 2016, after which, three lots were lost after several attempts define the offsite wetland and its boundary impacting our site. The plat application was revised to reflect 27 lots and submitted for approval. Comments were received November 2017 from the City of Port Orchard and returned January 2018. I am expecting more comments next week, but don't anticipate a large impact.
 - Puget Sound Energy has been contacted with a preliminary drawing, which we included in the scope of work. The site has about 8,000 yards of unsuitable material that we will leave on site, buried in the back of lots. We have a large contingency budgeted to remove these materials, if this is not achievable. Bid proposals were due Friday February 16, 2018 and are included in the site proforma provided.

- To fill the 2018 budget deficit, all available SHOP funds will be moved to the General Fund. This move, combined with family loans qualifying at a slow pace and plat delays, Housing Kitsap is slow to sell lots to MSH applicants to refill the SHOP account.
 - Projections show the need for a loan from Rural Community Assistance Corporation (RCAC) to finance some of the construction at Sherman Ridge. A resolution to apply for a loan is in the packet for discussion. Next board meeting, we look to pass the resolution and move forward with the loan. RCAC is a Community Development Financial Institution (CDFI) with a loan fund to provide financial resources for rural communities such as ours. The loan terms include a 1% fee and 5% interest rate; no payments required for three years, up to \$3 million. We expect to use new, revolved and recycled SHOP funds before using the loan. We anticipate a loan of approximately \$750,000 to fill the gap.
- 4 Maple Lane, Kingston
- Title is open. Closing is scheduled to provide funding for eight homes in Maple Lane group two on March 20, 2018. Construction will begin shortly thereafter, as permits are submitted. A new construction supervisor is scheduled to start in March 2018.
- 5 Lola Meadows, Kingston
- Construction has slowed due to concerns regarding the longer than projected build time, past supervisor leadership and possible cost overruns. Construction will finish in April 2018. Our new construction supervisor will train with the construction manager at Lola Meadows, assisting the families and speeding up construction. He will work with our manager directly at both Lola Meadows and Maple Lane Two until construction at Prosperity Place begins, where he will start his first group.
- 6 Down Payment Assistance (DPA) Program funded by the Community Development Block Grant (CDBG) Program
- Over the years, we have been a recipient of CDBG funds to use for DPA, both county-wide and for MSH participants. As funding grew tighter during the recession, we stopped offering DPA county-wide to conserve these funds for MSH participants. DPA funding is essential for the support of the program and proves necessary to meet the very-low income requirement. It is also used for the occasional cost overrun.
 - Now, we are in an unusual situation where we have approximately \$580,000 in funds available with limited need. This year, we have received an extremely high amount of loan pay-offs, lower than expected closings and two large grant awards. Housing Kitsap is facing grant spending deadlines yet is not in a place to hire a new employee to reinstate county-wide lending. In an effort to spend the funds on affordable housing, we will consider transferring both the 2017 and 2018 awards to Community Frameworks (CF).

- This change would provide county-wide funding for affordable housing, the funds would be lent quickly and grant deadlines would be met. CF is already running a DPA program for the City of Bremerton and would expand the program to the county with these funds. They are HUD Certified counselors and have the staff allowance and loan authority for such a program. This change would also mean the funds would no longer be in HK's control and we would have limited monies to service the existing loans.
- HK has about \$3 million in loans lent in the community. Each year, we receive an undetermined number of pay-offs and it is possible we will have enough to support our program for the next several years. In our conversation with CDBG and CF, we discussed writing in the governing documents that MSH and the Built in Bremerton program would take priority over county-wide lending. Each year, we would determine a certain amount of funding to set aside for each program. This number may be calculated based on our history of payoffs, closings and current need. This change will ensure a continued source of funding for MSH, meet HUD grant deadlines and strengthen our partnerships with CDBG and CF, while providing a solution for community-wide affordable housing.

7 Housing Kitsap's Home Rehabilitation Program (CDBG Rehab.)

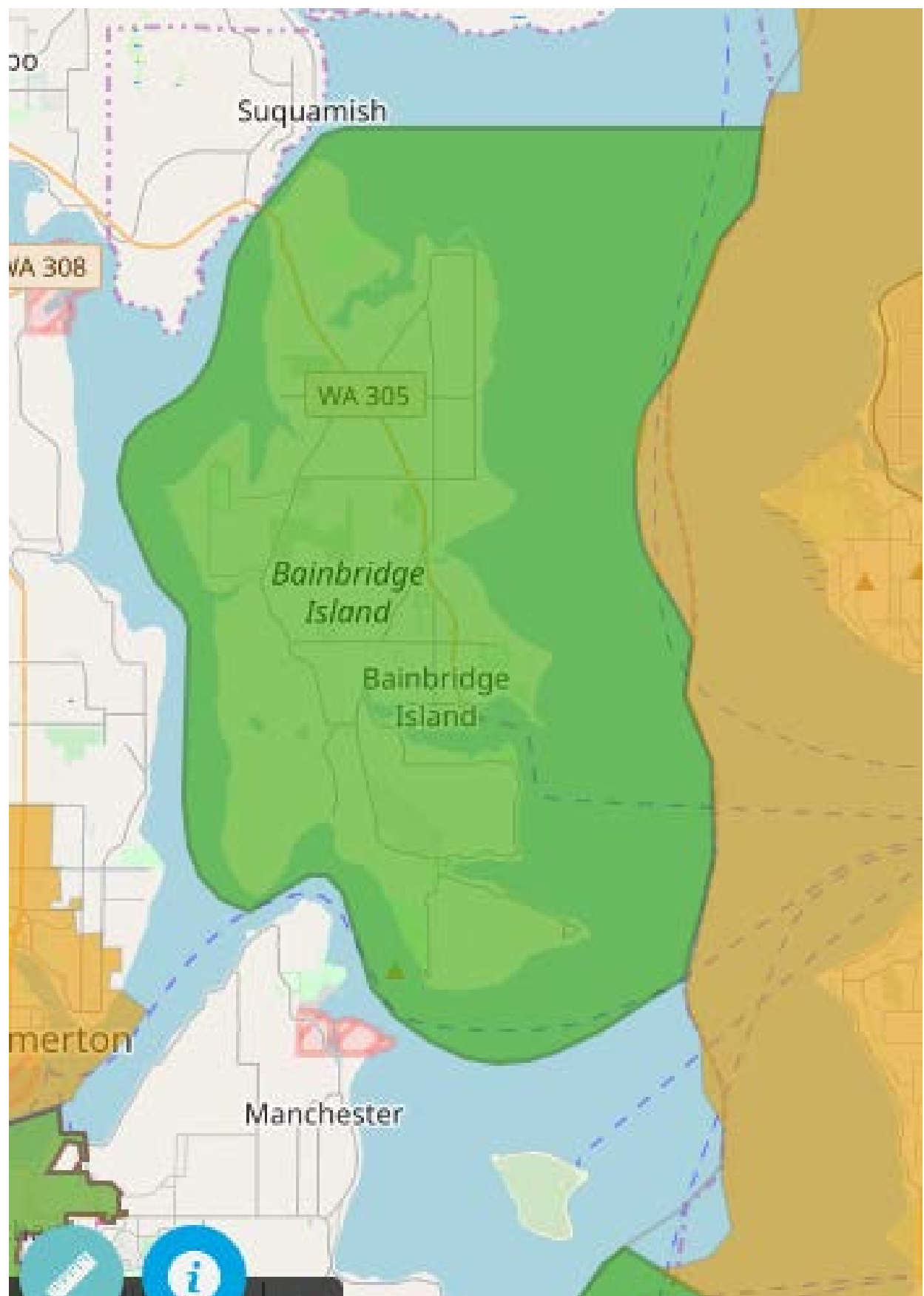
- The Program is doing well with our full-time attention. Contract documents are ready for revised budgets and return to receive the 2017 CDBG award.

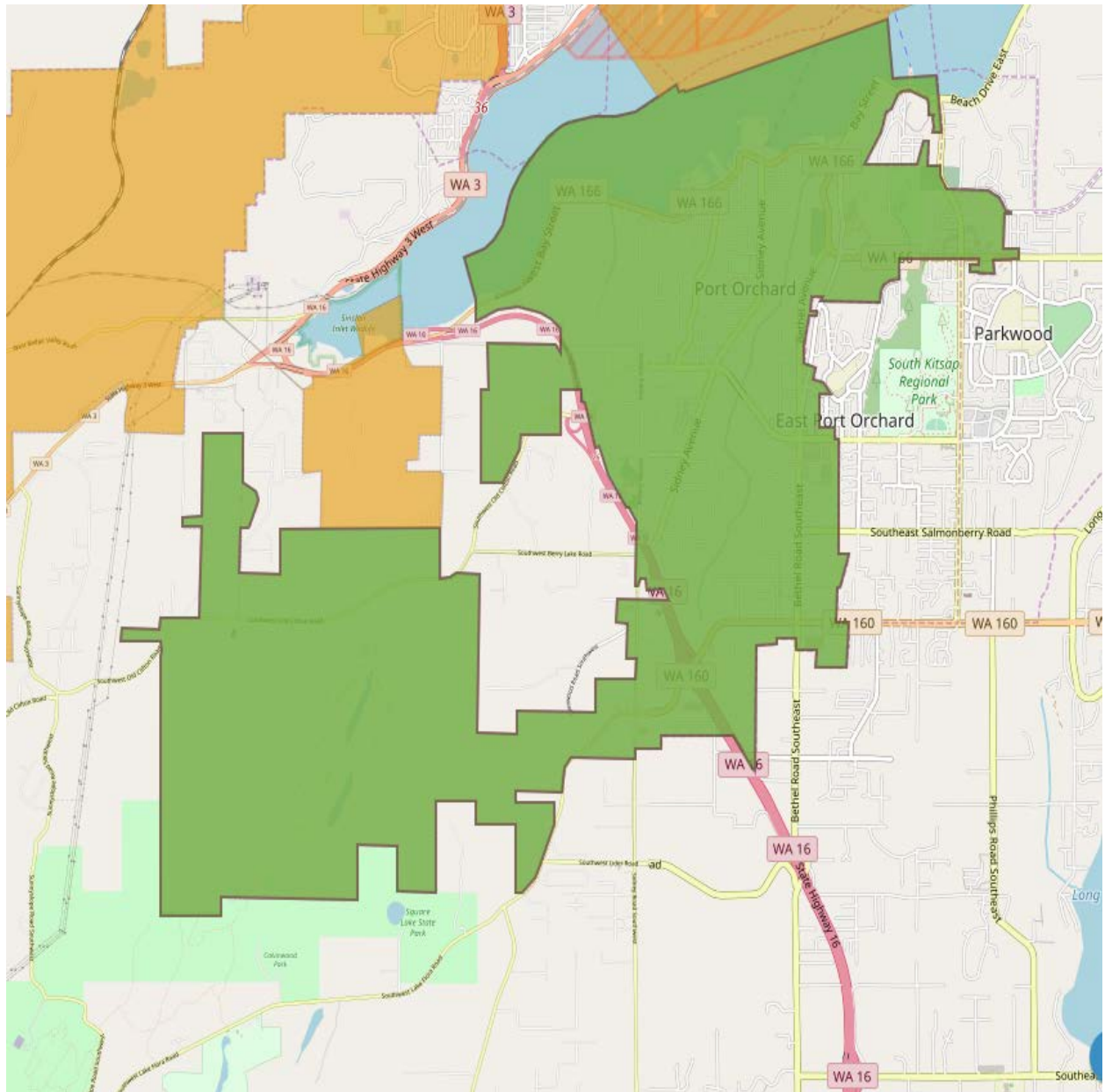
8 Prosperity Place, Port Orchard

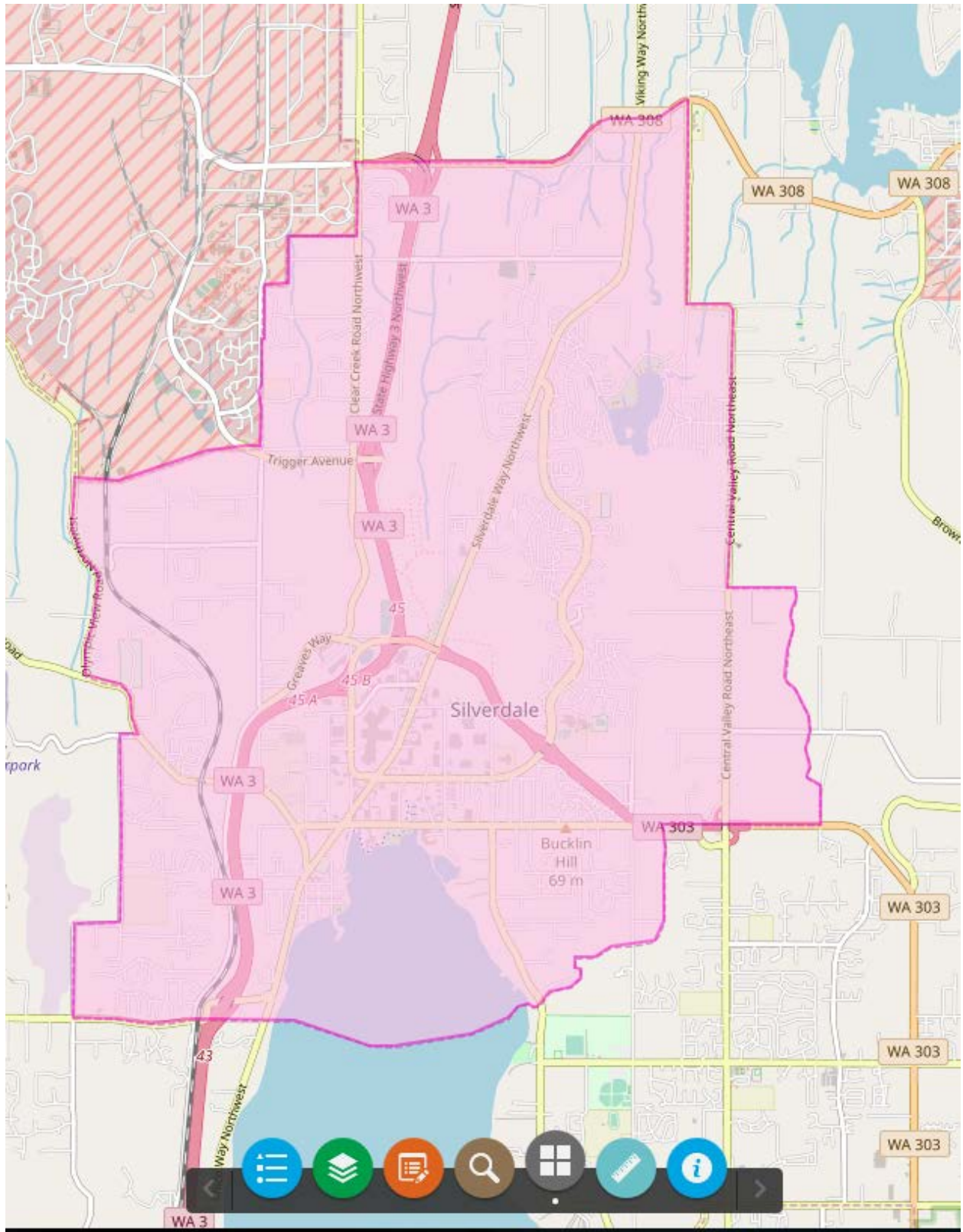
- Final Plat is achieved and waiting for tax numbers. Ten families are approved and waiting for construction documents, before we order their appraisals. We expect to close 30-45 days after closing Maple Lane Two.

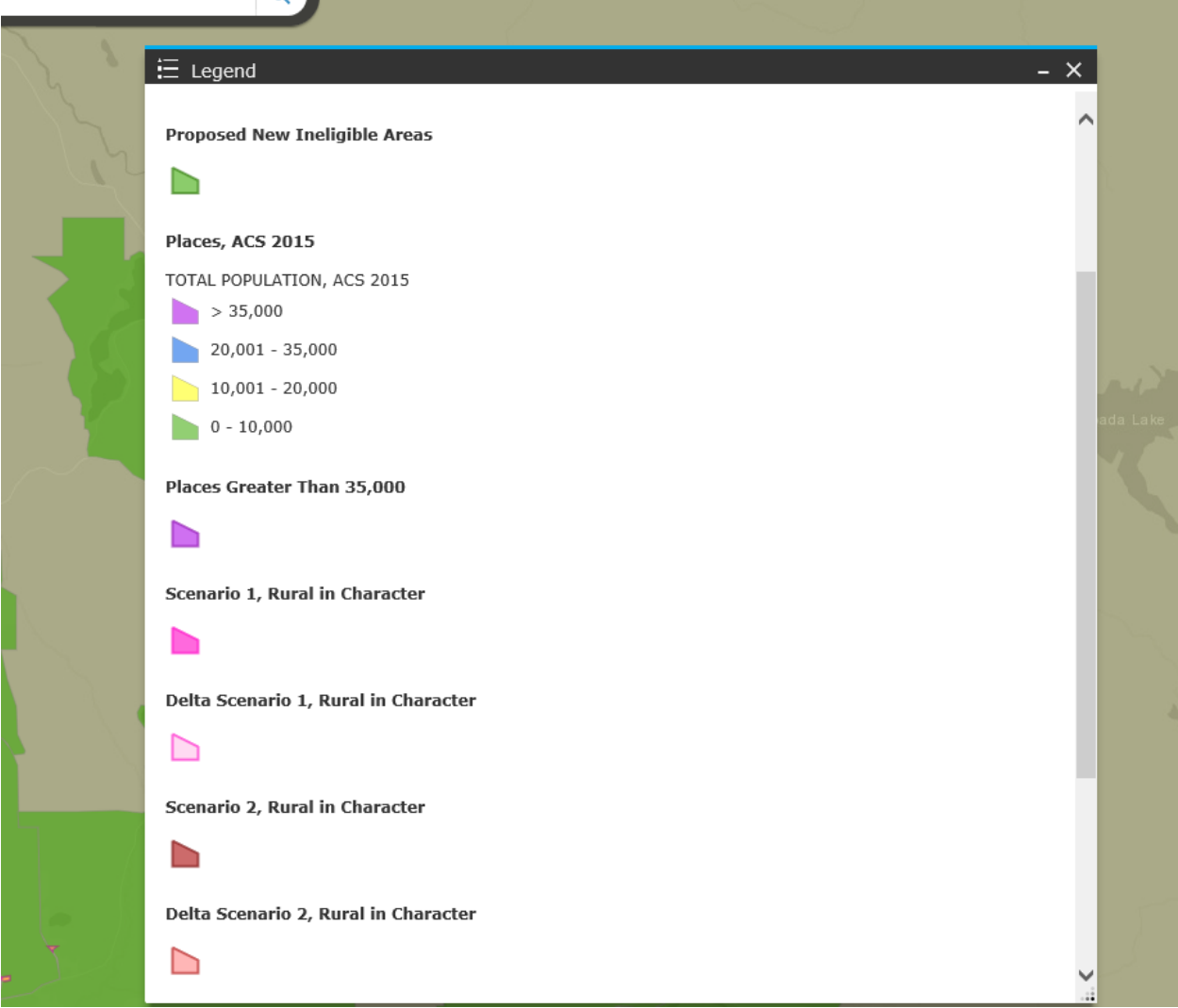
9 Potential Plats

- Mason County is an eligible area for the MSH program. I continue conversation with the land owner of a possible 120-lot plat close to the Kitsap County border. They are exploring the possibilities for a sewer extension with Mason County to cover some of the costs.
- Central Highland Builders has an opportunity to purchase 93 acres in Kitsap County Urban Low zoned at five-to-nine units per acre. They are still pursuing the purchase, which seems positive, but the offer is not accepted at this time. This area is eligible on the proposed USDA boundary maps and would be very desirable for the MSH program and its participants.









Housing Kitsap																			
Self-Help Construction Schedule / SHOP & CF Grant Funds Forecast																			
Project Site	Supvr	Land Purchase Date	Land Sale Date / Family Close	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18
22340 Sunridge Acq/Rehab #4		12/15/2015	3/1/2017	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7090 Cacade CT. Acq. Rehab #5		3/1/2016	11/4/2016	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
1114 Spokane Ave - remaining after CDBG grant		3/1/2016	2/1/2017	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Caitlin Heights		9/23/2016	4/15/2017	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
One Maple Loan to CF	-	8/7/2014	3/30/2017	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
One Maple 1	Mike	3/30/2017	5/15/2017	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
One Maple 2	Joe	3/30/2017	3/20/2018	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	600,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
One Maple 3	Joe	3/30/2017	1/15/2019	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
One Maple Overages		10/31/2016		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
One Maple Payback			4/15/2017	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
One Maple Overages		11/30/2016		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
One Maple Payback			3/20/2018	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
One Maple Overages		1/31/2017		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
One Maple Payback			3/20/2019	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
One Maple Overages		3/20/2017		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Prosperity Earnest Paid	-	6/15/2017	6/15/2017	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Prosperity 1	Jeff	11/15/2017	4/15/2018	\$ -	\$ -	\$ (455,000)	\$ -	\$ -	\$ -	\$ -	605,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Prosperity 2	mike	11/15/2017	8/15/2018	\$ -	\$ -	\$ (455,000)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	605,000	\$ -	\$ -	\$ -	\$ -
Prosperity 3	jeff	11/15/2017	4/15/2019	\$ -	\$ -	\$ (455,000)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lola Meadows	Joe	10/24/2016	10/24/2016	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Melcher Plat		11/30/2015		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Melcher Plat SHOP loan 11 of 27 for Acquisition		11/30/2015	2/15/2017	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Melcher Plat SHOP loan 6 of 27 for Acquisition		11/30/2015	11/15/2017	\$ -	\$ -	\$ 90,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pending Melcher Plat SHOP loan 10 of 27 for Infastructure		11/30/2015	6/15/2018	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Melcher Infrastructure 2017 (Q1)		3/15/2017		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Melcher Infrastructure 2017 (Q2)		6/30/2017		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Melcher Infrastructure 2017 (Q3)		9/30/2017		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Melcher Infrastructure 2017 (Q4)		12/31/2017		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Melcher Infrastructure 2018		4/15/2018		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal				\$ -	\$ -	\$ (1,275,000)	\$ -	\$ -	\$ -	\$ 600,000	\$ 605,000	\$ -	\$ 150,000	\$ -	\$ 605,000	\$ -	\$ -	\$ -	\$ -
FUND BANK BALANCE - HK SHOP/CF Grant Restricted				\$ 1,294,907	\$ 1,294,907	\$ 19,907	\$ 19,907	\$ 19,907	\$ 19,907	\$ 619,907	\$ 1,224,907	\$ 1,224,907	\$ 1,374,907	\$ 1,374,907	\$ 1,979,907	\$ 1,979,907	\$ 1,979,907	\$ 1,979,907	\$ 1,979,907
Escrow Obligations per PSA:						CRITICAL	CRITICAL	CRITICAL	CRITICAL										
\$540,000 Prosperity-Hortsman Rd. (paid at closing)																			

Housing Kitsap										Updated by:	KS								
Self-Help Construction Schedule / SHOP & CF Grant Funds Forecast										Updated by:	DN	2/15/18							
Project Site	Supvr	Land Purchase Date	Land Sale Date / Family Close	Construction Start	Construction Finish	# Months in Inventory	Group Size	Cost per Lot per PSA (1)	Total Land Cost	New CF SHOP Grant (\$15K/lot)	HK SHOP / CF Grant Restricted Funds	Sep-14	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17
22340 Sunridge Acq/Rehab #4		12/15/2015	3/1/2017	4/15/2016	6/15/2016	14.73	1	\$ 117,000	\$ 117,000	\$ 15,000	\$ 102,000		\$ -	\$ 117,000	\$ -	\$ -	\$ -	\$ -	\$ -
7090 Cacade CT. Acq. Rehab #5		3/1/2016	11/4/2016	6/15/2016	8/15/2016	8.27	1	\$ 120,000	\$ 120,000	\$ 15,000	\$ 105,000		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
1114 Spokane Ave - remaining after CDBG grant		3/1/2016	2/1/2017	6/15/2016	8/15/2016	11.23	1	\$ 9,000	\$ 9,000	\$ 15,000	\$ (6,000)		\$ 9,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Caitlin Heights		9/23/2016	4/15/2017	7/15/2016	9/15/2016	6.80	1	\$ 182,056	\$ 182,056	\$ 15,000	\$ 167,056		\$ -	\$ -	\$ 182,056	\$ -	\$ -	\$ -	\$ -
One Maple Loan to CF	-	8/7/2014	3/30/2017	N/A	N/A	32.20	1	\$ 1,620,000	\$ 1,620,000	\$ -	\$ 1,620,000		\$ -	\$ 1,620,000	\$ -	\$ -	\$ -	\$ -	\$ -
One Maple 1	Mike	3/30/2017	5/15/2017	6/15/2017	8/15/2018	1.53	9	\$ 75,000	\$ 675,000	\$ 135,000	\$ 540,000		\$ -	\$ (540,000)	\$ -	\$ 540,000	\$ -	\$ -	\$ -
One Maple 2	Joe	3/30/2017	3/20/2018	3/20/2018	3/20/2019	11.83	8	\$ 75,000	\$ 600,000	\$ 120,000	\$ 480,000		\$ -	\$ (480,000)	\$ -	\$ -	\$ -	\$ -	\$ -
One Maple 3	Joe	3/30/2017	1/15/2019	3/20/2019	3/20/2020	21.87	10	\$ 75,000	\$ 750,000	\$ 150,000	\$ 600,000		\$ -	\$ (600,000)	\$ -	\$ -	\$ -	\$ -	\$ -
One Maple Overages		10/31/2016					1	\$ 324,591	\$ 324,591	\$ -	\$ 324,591		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
One Maple Payback			4/15/2017				1	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
One Maple Overages		11/30/2016					1	\$ 35,992	\$ 35,992	\$ -	\$ 35,992		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
One Maple Payback			3/20/2018				1		\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
One Maple Overages		1/31/2017					1		\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
One Maple Payback			3/20/2019				1		\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
One Maple Overages		3/20/2017					1	\$ 250,000	\$ 250,000	\$ -	\$ 250,000		\$ -	\$ (250,000)	\$ -	\$ -	\$ -	\$ -	\$ -
Prosperity Earnest Paid	-	6/15/2017	6/15/2017	N/A	N/A	-	1		\$ -		\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Prosperity 1	Jeff	11/15/2017	4/15/2018	7/15/2017	7/15/2018	5.03	10	\$ 60,500	\$ 605,000	\$ 150,000	\$ 455,000		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Prosperity 2	mike	11/15/2017	8/15/2018	8/15/2018	10/15/2018	9.10	10	\$ 60,500	\$ 605,000	\$ 150,000	\$ 455,000		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Prosperity 3	jeff	11/15/2017	4/15/2019	6/15/2018	6/15/2019	17.20	10	\$ 60,500	\$ 605,000	\$ 150,000	\$ 455,000		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lola Meadows	Joe	10/24/2016	10/24/2016	10/24/2016	4/15/2018	-	12	\$ 65,000	\$ 780,000	\$ -	\$ 780,000		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Melcher Plat		11/30/2015				#VALUE!	31	\$ 10,301	\$ 319,326		\$ 319,326		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Melcher Plat SHOP loan 11 of 27 for Acquisition		11/30/2015	2/15/2017			14.77	11	\$ 15,000	\$ 165,000		\$ 165,000		\$ 165,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Melcher Plat SHOP loan 6 of 27 for Acquisition		11/30/2015	11/15/2017			23.87	6	\$ 15,000	\$ 90,000		\$ 90,000		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pending Melcher Plat SHOP loan 10 of 27 for Infastructure		11/30/2015	6/15/2018			30.93	10	\$ 15,000	\$ 150,000		\$ 150,000		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Melcher Infrastructure 2017 (Q1)		3/15/2017					1	\$ -	\$ -		\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Melcher Infrastructure 2017 (Q2)		6/30/2017					1	\$ 25,000	\$ 25,000		\$ 25,000		\$ -	\$ -	\$ -	\$ -	\$ (25,000)	\$ -	\$ -
Melcher Infrastructure 2017 (Q3)		9/30/2017					1	\$ -	\$ -		\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Melcher Infrastructure 2017 (Q4)		12/31/2017					1	\$ -	\$ -		\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Melcher Infrastructure 2018		4/15/2018					1	\$ -	\$ -		\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal									\$ 10,250,095	\$ 915,000	\$ 9,335,095		\$ 174,000	\$ (133,000)	\$ 182,056	\$ 540,000	\$ (25,000)	\$ -	\$ -
FUND BANK BALANCE - HK SHOP/CF Grant Restricted										\$ 221,572	\$ 335,280		\$ 730,851	\$ 597,851	\$ 779,907	\$ 1,319,907	\$ 1,294,907	\$ 1,294,907	\$ 1,294,907
										Ck Sum	\$ -								
Escrow Obligations per PSA:																			
\$540,000 Prosperity-Hortsman Rd. (paid at closing)																			

Housing Kitsap																			
Self-Help Construction Schedule / SHOP & CF Grant Funds Forecast																			
Project Site	Supvr	Land Purchase Date	Land Sale Date / Family Close	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18
22340 Sunridge Acq/Rehab #4		12/15/2015	3/1/2017	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7090 Cacade CT. Acq. Rehab #5		3/1/2016	11/4/2016	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
1114 Spokane Ave - remaining after CDBG grant		3/1/2016	2/1/2017	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Caitlin Heights		9/23/2016	4/15/2017	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
One Maple Loan to CF	-	8/7/2014	3/30/2017	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
One Maple 1	Mike	3/30/2017	5/15/2017	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
One Maple 2	Joe	3/30/2017	3/20/2018	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	600,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
One Maple 3	Joe	3/30/2017	1/15/2019	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
One Maple Overages		10/31/2016		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
One Maple Payback			4/15/2017	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
One Maple Overages		11/30/2016		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
One Maple Payback			3/20/2018	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
One Maple Overages		1/31/2017		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
One Maple Payback			3/20/2019	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
One Maple Overages		3/20/2017		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Prosperity Earnest Paid	-	6/15/2017	6/15/2017	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Prosperity 1	Jeff	11/15/2017	4/15/2018	\$ -	\$ -	(455,000)	\$ -	\$ -	\$ -	\$ -	605,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Prosperity 2	mike	11/15/2017	8/15/2018	\$ -	\$ -	(455,000)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	605,000	\$ -	\$ -	\$ -	\$ -
Prosperity 3	jeff	11/15/2017	4/15/2019	\$ -	\$ -	(455,000)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lola Meadows	Joe	10/24/2016	10/24/2016	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Melcher Plat		11/30/2015		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Melcher Plat SHOP loan 11 of 27 for Acquisition		11/30/2015	2/15/2017	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Melcher Plat SHOP loan 6 of 27 for Acquisition		11/30/2015	11/15/2017	\$ -	\$ -	90,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pending Melcher Plat SHOP loan 10 of 27 for Infastructure		11/30/2015	6/15/2018	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Melcher Infastructure 2017 (Q1)		3/15/2017		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Melcher Infastructure 2017 (Q2)		6/30/2017		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Melcher Infastructure 2017 (Q3)		9/30/2017		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Melcher Infastructure 2017 (Q4)		12/31/2017		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Melcher Infastructure 2018		4/15/2018		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal				\$ -	\$ -	(1,275,000)	\$ -	\$ -	\$ -	600,000	\$ 605,000	\$ -	\$ 150,000	\$ -	\$ 605,000	\$ -	\$ -	\$ -	\$ -
FUND BANK BALANCE - HK SHOP/CF Grant Restricted				\$ 1,294,907	\$ 1,294,907	\$ 19,907	\$ 19,907	\$ 19,907	\$ 19,907	\$ 619,907	\$ 1,224,907	\$ 1,224,907	\$ 1,374,907	\$ 1,374,907	\$ 1,979,907	\$ 1,979,907	\$ 1,979,907	\$ 1,979,907	\$ 1,979,907
						CRITICAL	CRITICAL	CRITICAL	CRITICAL										
Escrow Obligations per PSA:																			
\$540,000 Prosperity-Hortsman Rd. (paid at closing)																			

Housing Kitsap				
Self-Help Construction Schedule / SHOP & CF Grant Funds Forecast				
Project Site	Supvr	Land Purchase Date	Land Sale Date / Family Close	NET PROCEEDS
22340 Sunridge Acq/Rehab #4		12/15/2015	3/1/2017	
7090 Cacade CT. Acq. Rehab #5		3/1/2016	11/4/2016	
1114 Spokane Ave - remaining after CDBG grant		3/1/2016	2/1/2017	
Caitlin Heights		9/23/2016	4/15/2017	
One Maple Loan to CF	-	8/7/2014	3/30/2017	\$ 1,620,000
One Maple 1	Mike	3/30/2017	5/15/2017	\$ -
One Maple 2	Joe	3/30/2017	3/20/2018	\$ (480,000)
One Maple 3	Joe	3/30/2017	1/15/2019	\$ (600,000)
One Maple Overages		10/31/2016		\$ (324,591)
One Maple Payback			4/15/2017	\$ -
One Maple Overages		11/30/2016		\$ (35,992)
One Maple Payback			3/20/2018	\$ -
One Maple Overages		1/31/2017		\$ -
One Maple Payback			3/20/2019	\$ -
One Maple Overages		3/20/2017		\$ (250,000)
Prosperity Earnest Paid	-	6/15/2017	6/15/2017	\$ -
Prosperity 1	Jeff	11/15/2017	4/15/2018	\$ (455,000)
Prosperity 2	mike	11/15/2017	8/15/2018	\$ (455,000)
Prosperity 3	jeff	11/15/2017	4/15/2019	\$ (455,000)
Lola Meadows	Joe	10/24/2016	10/24/2016	\$ -
Melcher Plat		11/30/2015		\$ (319,326)
Melcher Plat SHOP loan 11 of 27 for Acquisition		11/30/2015	2/15/2017	\$ -
Melcher Plat SHOP loan 6 of 27 for Acquisition		11/30/2015	11/15/2017	\$ -
Pending Melcher Plat SHOP loan 10 of 27 for Infastructure		11/30/2015	6/15/2018	\$ (150,000)
Melcher Infrastructure 2017 (Q1)		3/15/2017		
Melcher Infrastructure 2017 (Q2)		6/30/2017		
Melcher Infrastructure 2017 (Q3)		9/30/2017		
Melcher Infrastructure 2017 (Q4)		12/31/2017		
Melcher Infrastructure 2018		4/15/2018		
Subtotal				\$ (1,474,334)
FUND BANK BALANCE - HK SHOP/CF Grant Restricted				
Escrow Obligations per PSA:				
\$540,000 Prosperity-Hortsman Rd. (paid at closing)				

account code			Budget	Change Order	Revised Budget	Spent this period	Spent past periods	Spent To date	Amount Remaining	Prct Remaining
SOURCES										
	Loans and grants									
NEW SHOP		Community Frameworks grant	465,000	(60,000)	405,000	-	-	-	405,000	100.00%
Funded / approved	17	\$ 15,000.00	255,000							
Pending ('18 appropriations)	10	\$ 15,000.00	150,000							
Total		\$ 405,000.00								
Revolved/ing SHOP funds			1,327,454	(757,461)	569,993	-	459,493	459,493	110,500	19.39%
Construction/Land Dev Loan		TBD	-	600,000	600,000	-	-	-	600,000	100.00%
Grant		523 TA Grant Funds	53,000	-	53,000	-	-	-	53,000	100.00%
Rebate		PSE (Rebate) 27 lots @\$2,136.21	39,000	18,678	57,678	-	-	-	57,678	100.00%
Land Sale		Sale of lots to homeowner/builders	2,139,000	(114,000)	2,025,000	-	-	-	2,025,000	100.00%
# of Lots		27								
Price per lot per RD		\$ 75,000.00								
Total proceeds		\$ 2,025,000.00								
		TOTAL	4,023,454	(312,783)	3,710,671	-	459,493	459,493	3,251,178	87.62%
USES										
	Land									
2010-144000-0000-000		Purchase Price	319,000	11,401	330,401	-	330,401	330,401	0	0.00%
2010-144006-0000-000		Closing Costs	326	-	326	-	-	-	326	100.00%
2010-144006-0000-000		Title Fees	764	-	764	-	-	-	764	100.00%
	Pre development									
2010-144000-0000-000		Design Feasibility	1,999	-	1,999	-	-	-	1,999	100.00%
2010-143002-0000-000		Survey/Civil Engineering	100,000	-	100,000	-	82,136	82,136	17,864	17.86%
2010-143003-0000-000		Geo-Technical Report	12,000	10,000	22,000	-	-	-	22,000	100.00%
2010-143004-0000-000		Cultural Review	3,300	-	3,300	-	-	-	3,300	100.00%
2010-143003-0000-000		NEPA Application Fee	2,115	-	2,115	-	-	-	2,115	100.00%
2010-143003-0000-000		Legal	3,000	(3,000)	-	-	-	-	-	0.00%
2010-143006-0000-000		City of Port Orchard Permit Fees	7,500	-	7,500	-	7,218	7,218	282	3.76%
2010-143007-0000-000		Inspection/Review Fees	5,000	(5,000)	-	-	-	-	-	0.00%
2010-145006-0000-000		Water Analysis	2,500	2,845	5,345	-	5,345	5,345	-	0.00%
2010-145006-0000-000		Sewer Analysis	1,000	(1,000)	-	-	-	-	-	0.00%
2010-145006-0000-000		Traffic Study	1,500	(1,500)	-	-	-	-	-	0.00%
2010-146003-0000-000		Lead and Asbestos Testing	500	(500)	-	-	-	-	-	0.00%
2010-144002-0000-000		Demo of Existing Structures	14,400	-	14,400	-	14,400	14,400	-	0.00%
2010-146003-0000-000		Asbestos Abatement	4,050	6,177	10,227	-	10,227	10,227	-	0.00%
2010-144003-0000-000		Wetland Consultant	3,500	6,266	9,766	-	9,766	9,766	-	0.00%
	Construction									
2010-145000-0000-000		Site Preparation/Clearing/Grading	35,000	(35,000)	-	-	-	-	-	0.00%
2010-145006-0000-000		Sewer Install	185,000	(185,000)	-	-	-	-	-	0.00%
2010-145006-0000-000		Water Install	250,000	(250,000)	-	-	-	-	-	0.00%
2010-145000-0000-000		Storm Water Retention Pond	125,000	(125,000)	-	-	-	-	-	0.00%
2010-145006-0000-000		Puget Sound Energy	100,000	(100,000)	-	-	-	-	-	0.00%
2010-145006-0000-000		Comcast (Cable)	-	-	-	-	-	-	-	0.00%
2010-145006-0000-000		Century Link (Telephone)	-	-	-	-	-	-	-	0.00%
2010-145000-0000-000		Sidewalks/Curbs/Gutter/Asphalt	125,000	(125,000)	-	-	-	-	-	0.00%
2010-145001-0000-000		Landscaping (Street Trees)	5,000	(5,000)	-	-	-	-	-	0.00%

2010-145000-0000-000		Street Lights	15,000	(15,000)	-	-	-	-	-	0.00%
2010-145000-0000-000		Retaining Walls	125,000	(125,000)	-	-	-	-	-	0.00%
2010-145000-0000-000		Plat Fencing	20,000	(20,000)	-	-	-	-	-	0.00%
2010-145000-0000-000		Community Space (Park)	20,000	(20,000)	-	-	-	-	-	0.00%
2010-145000-0000-000		Mailbox (Plat)	2,000	(2,000)	-	-	-	-	-	0.00%
2010-145000-0000-000		Erosion Control (Silt Fencing)	15,000	(15,000)	-	-	-	-	-	0.00%
2010-147099-0000-000		Contingency	125,000	(7,500)	117,500	-	-	-	117,500	100.00%
		Unsuitable soil removal contingency	-	184,000	184,000	-	-	-	184,000	0.00%
		Trench backfill contingency	-	50,000	50,000	-	-	-	50,000	0.00%
		Prevailing Wage Increase	155,000	(155,000)	-	-	-	-	-	0.00%
		GC all in construction costs (per bid)	-	1,065,280	1,065,280	-	-	-	1,065,280	100.00%
		Housing Kitsap Plat oversight	53,000	-	53,000	-	-	-	53,000	100.00%
		Financing								
		Loan origination fee	-	6,000	6,000	-	-	-	6,000	100.00%
		1.00%								
		Due diligence and lender legal fees	-	25,000	25,000	-	-	-	25,000	100.00%
		Construction interest	-	10,000	10,000	-	-	-	10,000	100.00%
		Final plat								
2010-142009-0000-000		Bonding	5,000	(5,000)	-	-	-	-	-	0.00%
2010-144006-0000-000		Title Fees	-	1,500	1,500	-	-	-	1,500	100.00%
2010-144006-0000-000		Recording Fees	-	500	500	-	-	-	500	100.00%
2010-143010-0000-000		Legal	-	5,000	5,000	-	-	-	5,000	100.00%
2010-143010-0000-000		HOA CC&R's	1,500	-	1,500	-	-	-	1,500	100.00%
		Other								
2010-143008-0000-000		Bid Costs	-	500	500	-	-	-	500	100.00%
		Printing	-	-	-	-	-	-	-	0.00%
2010-141200-0000-000		Insurance	10,000	-	10,000	-	-	-	10,000	100.00%
2010-442000-0000-400		Materials Tools	-	2,500	2,500	-	-	-	2,500	100.00%
		HK								
		Developer fee	371,546	(303,261)	68,285	-	-	-	68,285	100.00%
		Lot sale(s)								
		Community Frameworks grant	465,000	(60,000)	405,000	-	-	-	405,000	100.00%
		Construction/Land Dev Loan	-	600,000	600,000	-	-	-	600,000	100.00%
		Revolved/ing SHOP funds	1,327,454	(757,461)	569,993	-	-	-	569,993	100.00%
2010-142009-0000-000		HOA insurance	-	5,000	5,000	-	-	-	5,000	100.00%
2010-144006-0000-000		Title fees	-	8,100	8,100	-	-	-	8,100	100.00%
2010-144006-0000-000		Closing fees	5,500	8,100	13,600	-	-	-	13,600	100.00%
		Reconveyance processing fees tax	-	270	270	-	-	-	270	100.00%
		TOTAL DEVELOPMENT COSTS	\$ 4,023,454	\$ (312,783)	\$ 3,710,671	\$ -	\$ 459,493	\$ 459,493	\$ 3,251,178	87.62%
		SURPLUS / (GAP)	\$ -	\$ -	\$ (0)	\$ -	\$ 0	\$ 0	\$ (0)	

**KITSAP COUNTY CONSOLIDATED HOUSING AUTHORITY
dba HOUSING KITSAP**

RESOLUTION 2018-xxx

**RESOLUTION AUTHORIZING A LOAN APPLICATION TO
BORROW FUNDS FOR THE PURPOSE OF DEVELOPING
AFFORDABLE HOUSING LOTS FOR THE MUTUAL SELF-
HELP HOUSING PROGRAM**

WHEREAS, Housing Kitsap provides housing services to communities in Kitsap, Mason and Jefferson counties through the Mutual Self-Help Housing program; and

WHEREAS, Housing Kitsap utilizes essential funding sources to ensure income-eligible individuals or families can participate in homeownership opportunities through Housing Kitsap's Mutual Self-Help Housing program; and

WHEREAS, Housing Kitsap is established under the law of the State of Washington and empowered to own property, borrow money and give security for loans; and

WHEREAS, Housing Kitsap wishes to obtain construction and land development financing to develop the plat of the Sherman Ridge Subdivision located at 128 Melcher Street, Port Orchard, WA 98366; and

WHEREAS, there are several local and regional banks, and affordable housing lenders and organizations that support rural housing development such as the Rural Community Assistance Corporation who are authorized to loan money for housing, environmental infrastructure and community facilities for low-income people.

NOW, AND THEREFORE, BE IT RESOLVED, Housing Kitsap's Board of Commissioners does hereby authorize and approve the following:

1. The Executive Director to submit an application for a construction and land development loan to potential lenders in order to develop the Sherman Ridge Subdivision for the Self Help Housing program; and
2. The Executive Director is authorized to incur indebtedness up to but not to exceed seven hundred fifty thousand dollars, (\$750,000) as set forth by the loan application; and
3. The Executive Director is authorized to execute, in the name of Housing Kitsap, loan agreements, promissory note, security, and other instruments and documentation for the disbursement of funds required to make and secure the loan and any amendments thereto.

ADOPTED by the Housing Kitsap Board of Commissioners at a regular open public meeting this 6th day of March, 2018.

HOUSING KITSAP BOARD OF COMMISSIONERS

By: _____
Rob Putaansuu, Chair

ATTEST:

By: _____
Stuart Grogan, Executive Director



Board of Commissioners

Agenda Item Summary

MEETING DATE: February 20, 2018

AGENDA ITEM: 5D

AGENDA TITLE: Development Update

SUBMITTED BY: Stuart Grogan

TITLE: Executive Director

Reviewed and approved for inclusion in the packet by: Executive Director

ATTACHMENTS: Development update

STRATEGIC PLAN LINK:

FISCAL IMPACT:

RECOMMENDATION: None

SUMMARY STATEMENT:

The attached report provides an update on the development projects currently in progress by Housing Kitsap including:

- (1) Rental Assistance Demonstration Project (RAD)
- (2) Suzuki
- (3) Olhava
- (4) Almira

There have been significant developments in the RAD project including the release of the solicitation for a lender, meetings regarding the Private Activity Bond allocation, and in the site plan which are included in the attachments. A copy of the current timeline and a budget update are also included.

RECOMMENDED ACTION:

Staff will provide any updates that may have occurred since the writing of this report and will be available to respond to any questions.

D. Development (Mike Brown/Stuart Grogan)

The Development program consists of several active and pipeline projects. They are listed below in priority, order of importance to the organization. Updates on select projects will be provided on a monthly basis:

1. Rental Assistance Demonstration (RAD) project:

A number of steps have been taken during the past month in order to implement the RAD conversion including the following:

- Monthly calls with the Department of Housing and Urban Development's (HUD) Transaction Manager. Unfortunately, these conversations have been suspended while the Federal budget process has been in flux. We anticipate the restoration of the process and calls in February.
- Continued meetings, project scoping and design direction with the General Contractor, Architect and the Civil Engineer;
- Conversion of the Capital Needs Assessment into a work program and development budget number with the general contractor;
- Preliminary estimating of the new construction at the Almira site
- Continued work with the staff at the Washington State Housing Finance Commission (WSHFC) for a letter of support for the Private Activity Bond allocation for submission to HUD;
- Issuance of a financing solicitation packet to a variety of lenders for construction and permanent financing for the project; and
- Continued work on the financial model.

2. Suzuki:

The City of Bainbridge Island is negotiating a development agreement with the Olympic Property Group (OPG) pursuant to the recently adopted resolution to move forward with the project. HK and Housing Resources Bainbridge (HRB) are working with OPG to plan the timeline and next steps.

3. Olhava redevelopment:

On hold pending identification of a permanent funding source and staff capacity to focus on this project.

4. Almira:

The site has been cleared of the underlying brush and low limbs. All of the trash should be completely cleared from the property as of Wednesday, February 21, 2018. HK staff periodically visits the property to insure no trespassing as does the Sheriff's Office do occasional drive-bys to inspect for trespassing.

5. Viking:

The West Sound Group recently contacted HK to determine if there were any alternative development strategies in order to keep the development moving forward.

2/15/2018

[illegible]

HK RAD CONVERSION
Budget Control V.E. Log

UPDATED: Budget Date: 2/13/18	ITEM	Location	DESCRIPTION	2018 Rehab Budget	Reserve Funds	R.O.M. direct costs	R.O.M. w/ markups	Revised AMOUNT Estimated	Status	Revised APPROVED A	Revised PENDING P	Revised REJECTED R	RESP.	DATE REQUIRED	COMMENTS
Division 1 - General Requirements															
Division 2 - Sitework															
		Nollwood	Storm Water Study	\$ 6,500.00		\$ 6,955.00									** Investigate for Footing Drain
		Nollwood	Storm Water Drainage	\$ 38,628.00		\$ 10,700.00									
		Nollwood	Survey			\$ 6,420.00									
		Nollwood	Surface Water Drainage			\$ 37,450.00									** Identify ADA Units for Routes - Measure Width
		Nollwood	Tight Line Downspouts			\$ 149,800.00									
		Nollwood	Erosion Controls			\$ 3,210.00									
						\$ -									
		GT1	Storm Water Study	\$ 6,500.00		\$ 6,955.00									
		GT1	Storm Water Drainage	\$ 113,058.00		\$ 43,870.00									
		GT1	Survey			\$ 3,210.00									
		GT1	Tight Line Downspouts			\$ 77,040.00									** Identify ADA Units for Routes - Measure Width
		GT1	Erosion Controls			\$ 3,210.00									
						\$ -									
		Nollwood	Pre Abatement Inspection & Fumigation			\$ 10,272.00									
		Nollwood	Pre Abatement Demolition			\$ 133,750.00									
		Nollwood	Asbestos Abatement **TBD			\$ 42,800.00									
		Nollwood	Demolition			\$ 26,750.00									
						\$ -									
		GT1	Pre Abatement Inspection & Fumigation			\$ 2,568.00									
		GT1	Pre Abatement Demolition			\$ 35,310.00									
		GT1	Asbestos Abatement **			\$ 80,250.00									**Abate ALL GWB & ACM Flooring
		GT1	Demolition			\$ 5,350.00									
						\$ -									
		Nollwood	Parking & Driveways	\$ 50,117.00		\$ 53,625.19									
		Nollwood	Parking & Driveways (Other #1)	\$ 7,740.00		\$ 8,281.80									
		Nollwood	Parking & Driveways (Patch & Apply Seal Coat)			\$ -									
		Nollwood	Paint Parking & No Parking Areas & Add Speed Humps			\$ -									
		Nollwood	Playground equipment **			\$ 16,050.00									**Look at Pads & Fall Protection Options
		Nollwood	Modular Block Retaining Walls ~ Replace Railroad Ties			\$ 155,150.00									
		Nollwood	Clear Existing Walkway along Nollwood Lane			\$ 5,350.00									
		Nollwood	New parking & building signage			\$ 4,280.00									
		Nollwood	Remove Misc. Electrical j-boxes from parking areas			\$ 1,605.00									
		Nollwood	Grade around building & add 18" wide strip of 5/8" crushed rock for drainage**			\$ 37,450.00									
		Nollwood	Trash Enclosure **			\$ 19,260.00									**Rehab 3 each & Rebuild 1
						\$ -									
		GT1	Parking & Driveways	\$ 21,173.00		\$ 22,655.11									
		GT1	Parking & Driveways (Other #1) (Years 1, 6, 11 & 16)		\$ 13,080.00	\$ 13,995.60									
		GT1	Parking & Driveways (Patch & Apply Seal Coat)			\$ -									
		GT1	Paint Parking & No Parking Areas & Add Speed Humps			\$ -									
		GT1	New parking & building signage			\$ 2,675.00									
						\$ -									
						\$ -									
		Nollwood	Tree Removal **	\$ -		\$ 16,050.00									**TBD by Arborist
		Nollwood	Irrigation for New Landscaping			\$ 8,560.00									
		Nollwood	Modular Block Retaining Walls for Basketball Court	\$ -		\$ 8,025.00									
		Nollwood	Landscape**			\$ 37,450.00									** Landscape Plan Needed
		Nollwood	Replace Wood Raised Garden Beds with Modular Block Masonry Beds			\$ 17,120.00									
		GT1	Fencing - Metal	\$ 28,804.00		\$ 30,820.28									
		GT1	Fencing - Wood	\$ 3,867.00		\$ 14,837.69									
		GT1	Fencing - PVC or Fiberglass Partions			\$ -									
						\$ -									
		GT1	Tree Removal**			\$ 16,050.00									**TBD by Arborist
		GT1	Irrigation for New Landscaping			\$ 5,350.00									
		GT1	Landscape			\$ 74,900.00									** Landscape Plan Needed
		GT1	Raised Garden Beds			\$ -						Rejected			Deleted from Scope 1/25/18
		GT1	Trash Enclosure**			\$ 9,630.00									** Relocate Trash Enclose
		GT1	Remove Steps at Washington Street			\$ 1,070.00									
		GT1	Grade around building & add 18" wide strip of 5/8" crushed rock for drainage			\$ 8,560.00									
						\$ -									
Division 3 - Concrete						\$ -									
		Nollwood	ADA Walkways			\$ 10,700.00									
		Nollwood	ADA Walkways at Community Building			\$ 5,350.00									
		Nollwood	Sidewalks	\$ 117,525.00		\$ 109,140.00									
		Nollwood	Patios (Year 8)		\$ 22,560.00	\$ 23,540.00									

HK RAD CONVERSION
Budget Control V.E. Log

UPDATED: Budget Date: 2/13/18	ITEM	Location	DESCRIPTION	2018 Rehab Budget	Reserve Funds	R.O.M. direct costs	R.O.M. w/ markups	Revised AMOUNT Estimated	Status	Revised APPROVED A	Revised PENDING P	Revised REJECTED R	RESP.	DATE REQUIRED	COMMENTS
		Nollwood	Porches			\$ 12,840.00									
						\$ -									
		GT1	ADA Walkways			\$ 8,560.00									
		GT1	Sidewalks			\$ 6,420.00									
		GT1	Patios (Year 9)		\$ 2,938.00	\$ 3,143.66									
		GT1	ADA Walkways at Community Building			\$ 3,210.00									
						\$ -									
Division 4 - Masonry						\$ -									
		Nollwood	Brick Repointing	\$ 1,378,339.00		\$ 8,560.00									
		Nollwood	Clean & Seal Brick	\$ -		\$ 53,500.00									
						\$ -									
Divison 5 - Metals						\$ -									
						\$ -									
						\$ -									
Division 6 - Wood & Plastics						\$ -									
		Nollwood	Re-Framing Porch Roofs			\$ 55,640.00									
		Nollwood	Replace Roof sheathing with Roofs as needed			\$ 21,400.00									
		Nollwood	Replace fascia with Roofs			\$ 21,400.00									
		Nollwood	Deck Flashing			\$ 5,350.00									
						\$ -									
		GT1	Extend Low Wall Between Kitchen & Living Room to Ceiling			\$ 14,445.00									
		GT1	Re-frame ADA Kitchen to accommodate Energy Star Appliances			\$ 6,420.00									
						\$ -									
Division 7 - Waterproof, Roofing						\$ -									
		Nollwood	Add Insulation to Crawl Space & Attic** (Year 13)	\$ -	\$ 45,657.00	\$ 69,550.00									**Meet Energy Code
		Nollwood	Roofs	\$ 103,784.00		\$ 154,080.00									
		Nollwood	Clean Vinyl Siding (+Year 13)	\$ 24,145.00	\$ 24,145.00	\$ -									
		Nollwood	Remove Vinyl Siding			\$ 33,170.00									
		Nollwood	Install Cementious Siding /Belly Band & Trim			\$ 211,860.00									
		Nollwood	Gutters & Downspouts & leafguards			\$ 42,800.00									
		Nollwood	Check Vapor Barrier in Crawls Spaces			\$ 2,675.00									
		Nollwood	Clean Roofs at Community Buildings			\$ 1,070.00									
		Nollwood	Gutters & Downspouts & Leafguards at Community Building			\$ 3,424.00									
						\$ -									
		GT1	Insulation (Year 13)		\$ 12,875.00	\$ 13,776.25									
		GT1	Add Insulation to Attics & Exterior Walls			\$ 21,400.00									
		GT1	Roofs	\$ 29,966.00		\$ 37,450.00									
		GT1	Clean Vinyl Siding	\$ -		\$ -									
		GT1	Remove Vinyl Siding			\$ 36,380.00									
		GT1	Install Cementious Siding & Trim			\$ 141,240.00									
		GT1	Gutters & Downspouts & leafguards			\$ 27,820.00									
		GT1	Roof Sheathing			\$ 3,210.00									
		GT1	Extend Gable Eaves 18"			\$ 8,560.00									
						\$ -									
Division 8 - Doors & Windows						\$ -									
		Nollwood	Exterior Doors	\$ 134,061.00		\$ 143,445.27									
		Nollwood	Windows	\$ 249,286.00		\$ 266,736.02									
		Nollwood	Sliding Glass Doors **			\$ -									** Revised Door Type 1/25/18
		Nollwood	Interior Doors - Pre-Hung Solid Core (Year 7 + Year 8 + Year 9)		\$ 99,420.00	\$ 283,550.00									
		Nollwood	Closet Doors (Year 8)		\$ 27,745.00	\$ -									
		Nollwood	Storm Doors			\$ -						Rejected			Deleted from Scope 1/25/18
		Nollwood	Windows in Community Bldg			\$ 14,980.00									
						\$ -									
		GT1	Exterior Doors (Codel Fiberglass)	\$ 11,472.00		\$ 19,260.00									
		GT1	Windows	\$ 22,839.00		\$ 24,437.73									
		GT1	Interior Doors - Solid Core, Trim & Case work	\$ 20,336.00		\$ 67,410.00									
		GT1	Closet Doors	\$ 17,341.00		\$ 18,554.87									
		GT1	Storm Doors (Year 4)		\$ 5,660.00	\$ -									
		GT1	Sliding Glass Doors (Already Replaced)	\$ 26,526.00		\$ -									
						\$ -									
Division 9 - Finishes						\$ -									
		Nollwood	Re-Texture Interiors **			\$ 80,250.00									**Added to Scope 1/25/18
		Nollwood	Paint - Interior	\$ 92,880.00		\$ 117,700.00									
		Nollwood	Paint - Interior Common Area	\$ 3,384.00		\$ 3,620.88									
		Nollwood	Paint - Exterior	\$ 48,543.00		\$ 51,844.71									
		Nollwood	Paint - Exterior Common Area			\$ 6,955.00									
						\$ -									

HK RAD CONVERSION
Budget Control V.E. Log

UPDATED: Budget Date: 2/13/18															
	ITEM	Location	DESCRIPTION	2018 Rehab Budget	Reserve Funds	R.O.M. direct costs	R.O.M. w/ markups	Revised AMOUNT Estimated	Status	Revised APPROVED A	Revised PENDING P	Revised REJECTED R	RESP.	DATE REQUIRED	COMMENTS
		GT1	Install GWB: Hang, Tape & Texture			\$ 85,600.00									
		GT1	Paint - Interior	\$ 24,300.00		\$ 26,001.00									
		GT1	Paint - Interior Common Area	\$ 6,912.00		\$ 7,395.84									
		GT1	Paint - Exterior	\$ 38,192.00		\$ 44,940.00									
		GT1	Paint - Exterior Common Area			\$ 6,955.00									
						\$ -									
		Nollwood	Replace all Flooring			\$ -									
		Nollwood	Interior - Carpet (Bedrooms & Stairs)	\$ 142,544.00		\$ 69,550.00									
		Nollwood	Floor Coverings - Kitchen - Sheet Vinyl (Year 8)		\$ 34,944.00	\$ 37,390.08									
		Nollwood	LVP			\$ 101,650.00									
		Nollwood	Floor Coverings - Bath & Laundry Room - Sheet Vinyl (Year 8)		\$ 50,960.00	\$ 42,800.00									
		Nollwood	Floor Sheathing			\$ 8,025.00									
		Nollwood	Floor Coverings - Common Area (Year 8)		\$ 1,820.00	\$ -									
		Nollwood	Common Area - Carpet (Year 8)		\$ 2,832.00	\$ -									
		Nollwood	Rubber Base throughout			\$ 50,290.00									
						\$ -									
		GT1	Replace all Flooring			\$ -									
		GT1	Moisture Test on Concrete Floors			\$ 1,605.00									
		GT1	Interior - Carpet (Bedrooms)	\$ 28,320.00		\$ 10,700.00									
		GT1	Add LVP in Living Room**			\$ 19,260.00									**Added to Scope 1/25/18
		GT1	Floor Coverings - Kitchen - Sheet Vinyl	\$ 5,460.00		\$ 10,700.00									
		GT1	Floor Coverings - Bath & Laundry Room - Sheet Vinyl	\$ 4,095.00		\$ 6,420.00									
		GT1	Rubber Base			\$ 13,910.00									
		GT1	Floor Coverings - LVP - Common Area			\$ 12,305.00									
		GT1	Floor Coverings - Kitchen & Bath - Sheet Vinyl - Common Area			\$ 4,737.96									
		GT1	Common Area - Carpet (Year 8)		\$ 4,428.00	\$ -									
						\$ -									
Division 10 - Specialties						\$ -									
		Nollwood	Fire Alarm Panel** (Year 8)		\$ 4,284.00	\$ 4,583.88									**Mike B. to confirm this is needed.
		Nollwood	Bath Accessories	\$ -		\$ 19,260.00									
						\$ -									
		GT1	Fire Alarm Panel** (Year 8)		\$ 8,569.00	\$ 9,168.83									**Mike B. to confirm this is needed.
		GT1	Install Chemical Suppression System**	\$ 10,467.00		\$ 11,199.69									**For Dry Storage Records. Mike B. is going to confirm this is needed.
		GT1	Bath Accessories	\$ -		\$ 12,305.00									
						\$ -									
Division 11 - Equipment						\$ -									
		Nollwood	Ranges (Year 13)		\$ 25,762.00	\$ 27,565.34									
		Nollwood	Range Hoods	\$ 10,521.00		\$ 11,257.47									
		Nollwood	Refridgerators	\$ 7,558.00		\$ 38,109.12									
						\$ -									
		GT1	Range Hoods	\$ 3,435.00		\$ 3,675.45									
		GT1	Ranges	\$ -		\$ 11,235.00									
		GT1	Refridgerators	\$ 9,825.00		\$ 10,512.75									
		GT1	Energy Star Appliances			\$ -									
						\$ -									
Division 12 - Furnishings						\$ -									
		Nollwood	Kitchen Cabinets**	\$ -		\$ 187,250.00									** Price Plywood boxes
		Nollwood	Countertops**	\$ 20,820.00		\$ 41,088.00									** Price Plywood with Laminate
		Nollwood	Bath Vanities	\$ 36,842.00		\$ 55,640.00									
		Nollwood	Bath Countertops	\$ -		\$ 22,470.00									
		GT1	Kitchen Cabinets	\$ 83,176.00		\$ 88,998.32									
		GT1	Countertops	\$ 9,759.00		\$ 12,840.00									
		GT1	Bath Vanities	\$ 6,007.00		\$ 8,693.75									
		GT1	Bath Countertops			\$ 3,424.00									
						\$ -									
		Nollwood	Common Area Kitchen Cabinets			\$ -									
		Nollwood	Common Area Kitchen Countertops			\$ -									
		Nollwood	Common Area Bath Vanities			\$ -									
		Nollwood	Common Area Countertops			\$ -									
						\$ -									
		GT1	Common Area Kitchen Cabinets			\$ 8,025.00									
		GT1	Common Area Kitchen Countertops			\$ 4,280.00									

HK RAD CONVERSION
Budget Control V.E. Log

UPDATED: Budget Date: 2/13/18	ITEM	Location	DESCRIPTION	2018 Rehab Budget	Reserve Funds	R.O.M. direct costs	R.O.M. w/ markups	Revised AMOUNT Estimated	Status	Revised APPROVED A	Revised PENDING P	Revised REJECTED R	RESP.	DATE REQUIRED	COMMENTS
		GT1	Common Area Bath Vanities			\$ 3,745.00									
		GT1	Common Area Countertops			\$ 2,140.00									
		GT1	Replace Laundry Sink & Cabinet - Common Area			\$ 1,177.00									
						\$ -									
Division 13 -Special Construction						\$ -									
		Nollwood	ADA Compliance Items	\$ 7,500.00		\$ 8,025.00									
		GT1	ADA Compliance Items	\$ 10,300.00		\$ 11,021.00									
						\$ -									
		Nollwood	Boys & Girls Club Amenities			\$ 10,700.00									**Mike B. to check with Holly on needs
						\$ -									
						\$ -									
Division 14 - Conveying Systems						\$ -									
						\$ -									
Division 15 - Mechanical**						\$ -									**Jerry's Mechanical Engineer to visit site. Existing Mini-Splits need Filters(\$160 EA?) & remotes(\$125 EA?)
		Nollwood	Bath Exhaust Fans			\$ 51,360.00									
		Nollwood	Programmable Thermostats	\$ 6,800.00		\$ 7,276.00									
		Nollwood	HVAC In Unit Heating** (Year 8)		\$ 85,734.00	\$ -									**Noted in Electrical
		Nollwood	HVAC In Unit Cooling (Year 8)		\$ 55,122.00	\$ -									
		Nollwood	HVAC Common Area Heating			\$ -									
		Nollwood	HVAC Common Area Cooling (Year 13)	\$ 7,408.00		\$ -									
		Nollwood	Bath Exhaust Fans at Community Building			\$ 1,177.00									
						\$ -									
		GT1	Bath Exhaust Fans			\$ 8,025.00									
		GT1	Programmable Thermostats	\$ 5,100.00		\$ 5,457.00									
		GT1	HVAC In Unit Heating/Cooling Mini-split** (Year 8)		\$ 14,369.00	\$ 80,250.00									**Check mini-split option
		GT1	HVAC In Unit Cooling			\$ -									
		GT1	HVAC Common Area Heating			\$ -									
		GT1	HVAC Common Area Cooling (Year 13)	\$ 7,408.00		\$ -									
		GT1	Increase Pad Size at HVAC Equipment			\$ 1,070.00									
						\$ -									
Division 15 - Plumbing						\$ -									
		Nollwood	Sinks in Kitchen & Bath**			\$ 56,710.00									**Added to Scope 1/25/18
		Nollwood	Electric Water Heaters (Year 5 + Year 8)		\$ 44,341.00	\$ 47,444.87									
		Nollwood	Water Saver Faucets	\$ 20,825.00		\$ 64,200.00									
		Nollwood	Water Saver Shower Heads	\$ 3,600.00		\$ 3,852.00									
		Nollwood	Water Saver Toilets	\$ 31,570.00		\$ 51,360.00									
		Nollwood	Tub / Shower Surround (Year 8)		\$ 59,925.00	\$ 66,768.00									
						\$ -									
		GT1	Sinks in Kitchen & Bath**			\$ 17,655.00									**Added to Scope 1/25/18
		GT1	Electric Water Heaters (Ex. Need pans, Straps, Expansion tanks, Insulation)	\$ 13,574.00		\$ 14,524.18									
		GT1	Water Saver Faucets	\$ -		\$ 9,630.00									
		GT1	Water Saver Shower Heads	\$ -		\$ 1,284.00									
		GT1	Water Saver Toilets (Year 8, 9, 10)		\$ 6,546.00	\$ 7,004.22									
		GT1	Showers	\$ -		\$ -									
		GT1	Electric Water Heater - Common Area	\$ 905.00		\$ 968.35									
		GT1	Replace Copper Piping - Common Water Heater	\$ 1,790.00		\$ 1,926.00									
		GT1	Tub / Shower Surround	\$ 18,727.00		\$ 29,960.00									
		GT1	Water Heater Study	\$ 1,000.00		\$ 1,070.00									
		GT1	Repair Water Hammer at Water Heater			\$ 3,210.00									
						\$ -									
Division 16 - Electrical						\$ -									**Jerry's Electrical Engineer to visit site & check out Electrical Panels @ both Rehab Sites
		Nollwood	Interior Lighting - Common Area	\$ 1,496.00		\$ 1,605.00									
		Nollwood	Exterior Site Lighting	\$ 15,663.00		\$ -									
		Nollwood	Replace Exterior Lighting on Buildings **			\$ -									** Deleted from scope. Already Replaced
		Nollwood	Site lighting (LED) **			\$ 19,937.31									** Deleted from scope. Already Replaced
		Nollwood	Replace Interior Light Fixtures with New LED w/ Integral Lamp			\$ 179,760.00									
		Nollwood	Replace Baseboard heaters with High Wall Heaters **			\$ 187,250.00									** Replace Entirely w/ Apex by Cadet or King Wall Heaters

CHINOOK CONTRACTORS

HK RAD CONVERSION

Budget Control V.E. Log

[illegible]

Contract Summary			
Original Budget Estimate Amount	\$ 3,157,312.00		
VE Items Approved to Date			
Current Budget Estimate Amount-Including Approved Only			

VE Items Pending to Date
Current Budget Estimate Amount Including Approved & Pending

Almira

Budget 1.04.18

As Quoted by
Vendor**PROJECT BUDGET****SOFT COSTS****Owner Consultants**

Permit Expeditor	\$0	\$	-
Early design survey	\$10,000	\$	-
Other Owner Consultants	\$0	\$	-
Total Owner Consultants	\$10,000	\$	-

Environmental Services

Environmental Services: Wetland Delineation	\$0	\$	-
Environmental Services: Monitoring	\$0	\$	-
Environmental Services: Abatement	\$0	\$	-
Environmental Services: Additional Service	\$0	\$	-
Total Environmental Services	\$0	\$	-

Architectural Services

Architectural Services: Feasibility + Concept Design	\$55,000	\$	-
Architectural Services: Design Review	\$68,000	\$	-
Architectural Services: Schematic + Master Use Permit	\$0	\$	-
Architectural Services: Construction Documents	\$60,000	\$	-
Architectural Services: Construction Admin + Additional Service	\$30,000	\$	-
Total Architectural Services	\$213,000	\$	-

Structural Engineering

Structural Engineering: Schematic Design	\$10,000	\$	-
Structural Engineering: Design Development	\$10,000	\$	-
Structural Engineering: Construction Documents	\$25,000	\$	-
Structural Engineering: Construction Administration	\$25,000	\$	-
Structural Engineering: Additional Service	\$0	\$	-
Total Structural Engineering	\$70,000	\$	-

Geotechnical Engineering

Geotechnical Engineering: Geotechnical Explorations	\$6,000	\$	-
Geotechnical Engineering: Engineering Reports	\$1,500	\$	-
Geotechnical Engineering: Construction Documents	\$0	\$	-
Geotechnical Engineering: Construction Administration	\$0	\$	-
Geotechnical Engineering: Additional Service	\$0	\$	-
Total Geotechnical Engineering	\$7,500	\$	-

Civil Engineering

Civil Engineering: Schematic Design	\$25,000	\$	-
Civil Engineering: Design Development	\$25,000	\$	-
Civil Engineering: Construction Documents	\$20,000	\$	-
Civil Engineering: Construction Administration	\$0	\$	-
Civil Engineering: Close Out	\$2,500	\$	-
Total Civil Engineering	\$72,500	\$	-

Mechanical Engineering

\$17,250 \$ -

Electrical Engineering

\$17,250 \$ -

Data/AV/TelCom Engineering

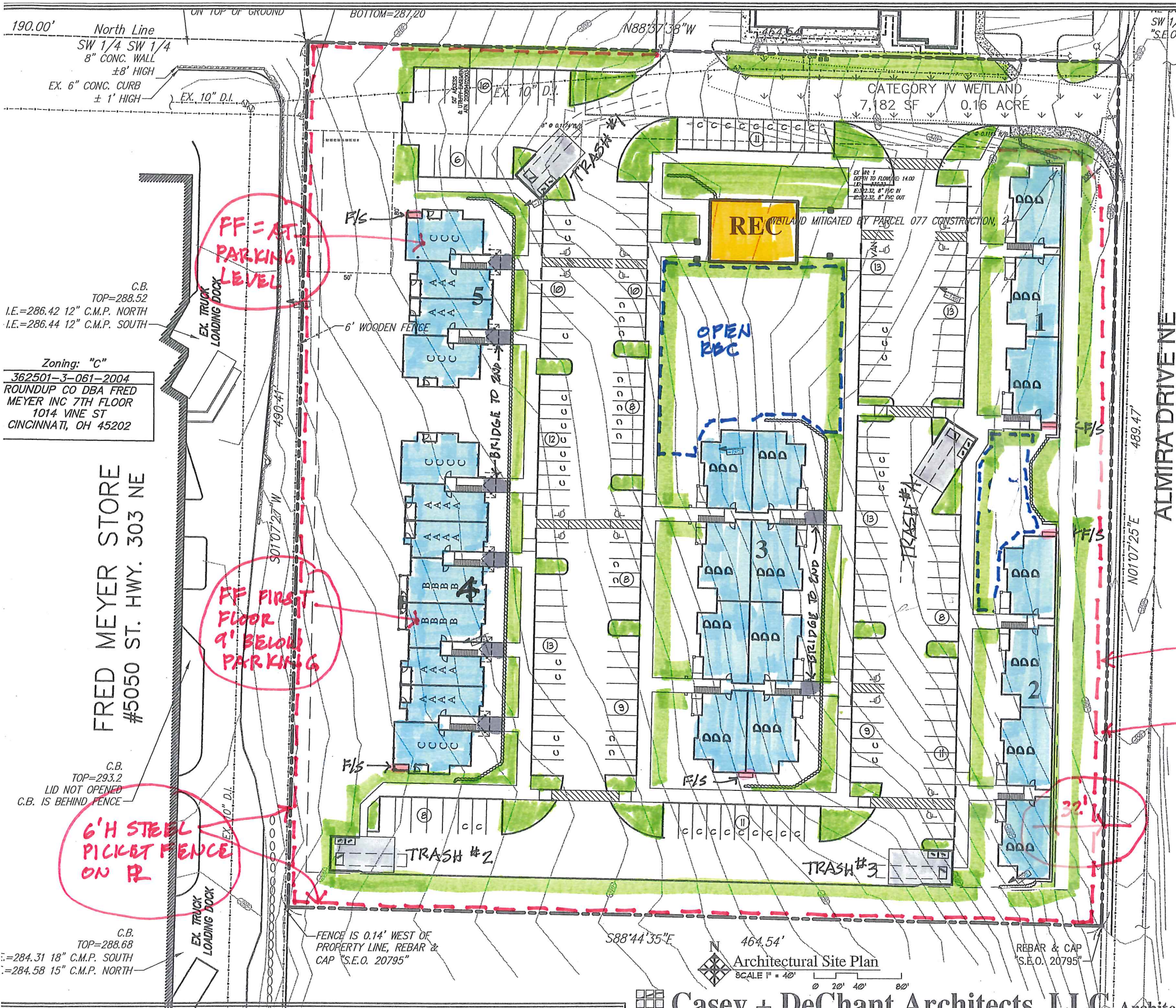
\$0 \$ -

Almira		Budget 1.04.18	As Quoted by Vendor
PROJECT BUDGET			
Envelope Engineering	\$30,000	\$	-
Acoustical Engineering	\$0	\$	-
Landscape Architect	\$7,500	\$	-
Energy Consultant	\$0	\$	-
Traffic Consultant	\$0	\$	-
Security Consultant	\$0	\$	-
Interior/Space Planning	\$0	\$	-
Lighting Design	\$0	\$	-
Graphics/Signage Design	\$0	\$	-
Built Green Consultant	\$0	\$	-
Shoring Design	\$0	\$	-
Other Owner Consultants	\$0	\$	-
Permits + Municipal Expenses			
Master Use Permit	\$40,000	\$	-
Building Permit	\$120,000	\$	-
Clearing and Grading Permit	\$26,637	\$	-
School Impact Fees	\$70,000	\$	-
Traffic Impact Fees	\$175,000	\$	-
Utilities	\$0	\$	-
Park Impact Fees	\$110,000	\$	-
MFTE Permit	\$0	\$	-
Demo Permit	\$0	\$	-
Other Permits + Municipal Fees	\$0	\$	-
Total Permits + Municipal Expenses	\$541,637	\$	-
Utility Expenses			
SCL Service Connection	\$0	\$	-
SCL Vault	\$0	\$	-
SCL Other	\$0	\$	-
Water Connection	\$15,000	\$	-
Water Meters	\$250,000	\$	-
Sewer Connection	\$40,000	\$	-
Franchise Utilities	\$0	\$	-
Temp Construction Requirements	\$15,000	\$	-
Stormwater fees	\$15,000	\$	-
Total Utility Expenses	\$335,000	\$	-
Testing + Inspection			
Geotech Inspection	\$3,000	\$	-
Structural Special Inspection	\$15,000	\$	-
Shoring Special Inspection	\$0	\$	-
Municipal Inspections	\$0	\$	-
Other Testing + Inspection	\$0	\$	-
Total Testing + Inspection	\$18,000	\$	-
Marketing Expenses	\$0	\$	-

Almira		Budget 1.04.18	As Quoted by Vendor	
PROJECT BUDGET				
Product Positioning Consultant		\$0	\$	-
Marketing Consultants		\$0	\$	-
Brochure Design		\$0	\$	-
Advertising		\$0	\$	-
Website Design		\$0	\$	-
Printing		\$0	\$	-
Model Unit Furnishings		\$0	\$	-
Promotions		\$0	\$	-
Lease-Up Bonus		\$0	\$	-
Building Common Area FF&E		\$0	\$	-
Escrow		\$0	\$	-
Other Sales Expenses		\$0	\$	-
Total Marketing Expenses		\$0	\$	-
Legal Expenses				
Land Acquisition		\$0	\$	-
Land Use		\$0	\$	-
MFTE + IZ Documents		\$0	\$	-
Service Agreements		\$2,000	\$	-
Construction Loan		\$0	\$	-
Commercial Leases		\$0	\$	-
Other Legal Expenses		\$5,300	\$	-
Total Legal Expenses		\$7,300	\$	-
General Administrative				
Accounting Fees		\$110,000	\$	-
Postage, Express and Delivery		\$0	\$	-
Press		\$0	\$	-
Printing		\$500	\$	-
Photocopies		\$0	\$	-
Telephone		\$0	\$	-
Cell Phone		\$0	\$	-
Photographs		\$0	\$	-
Dues		\$0	\$	-
Subscriptions		\$0	\$	-
Meals and Entertainment		\$3,000	\$	-
Travel		\$1,000	\$	-
Appraisal		\$7,200	\$	-
Total General Administrative		\$121,700	\$	-
Operations + Leasing				
Building Maintenance		\$0	\$	-
Building Improvements		\$0	\$	-
Tenant Imp Allowances (TI's)		\$0	\$	-
Commercial Lease Commission		\$0	\$	-
Property Management Start-Up		\$0	\$	-

Almira		Budget 1.04.18	As Quoted by Vendor
PROJECT BUDGET			
Closing Costs		\$0	\$ -
Field Office Overhead		\$0	\$ -
Maintenance		\$0	\$ -
Auto Expenses		\$0	\$ -
Other Property Management		\$0	\$ -
Total Operations + Leasing		\$0	\$ -
Taxes			
Personal Property Taxes		\$0	\$ -
Real Estate Taxes		\$30,000	\$ -
Improvement Taxes		\$0	\$ -
Income Taxes		\$0	\$ -
Tax Credits		\$0	\$ -
B&O Tax		\$0	\$ -
Other Taxes		\$0	\$ -
Total Taxes		\$30,000	\$ -
Insurance + Bonds			
Property Insurance		\$0	\$ -
Liability Insurance		\$140,000	\$ -
Builder's Risk Insurance		\$85,000	\$ -
Performance Bonds		\$350,000	\$ -
Construction Bonds		\$0	\$ -
Other Insurance + Bonds		\$0	\$ -
Total Insurance + Bonds		\$575,000	\$ -
Development Fees			
Pre-Construction Fees		\$159,300	\$ -
Construction Management Fees /Profit/Overhead		\$1,400,000	\$ -
Project Personal Bonuses		\$0	\$ -
Property Management Fees		\$0	\$ -
Hourly Fees		\$0	\$ -
Mitigation Fees		\$0	\$ -
Other Development Fees		\$0	\$ -
Total Development Fees		\$1,559,300	\$ -
Sub-Total Soft Costs		\$3,632,937	\$ -
Soft Cost Contingency	5%	\$ 181,647	\$ -

Total Construction Soft Costs	\$3,814,584	\$0
--------------------------------------	--------------------	------------



22 UNIT A
 8 UNIT B
 14 UNIT C
 45 UNIT D
 89 UNITS

PARKING REQUIRED 178
 PARKING PROVIDED 183

BLDG 4 NEEDS HEIGHT
 VARIANCE FROM 35' TO 45'
 CAN BE DONE ADMINISTRATIVELY.

2/9/18

Zoning: "p"
 362501-1-022-2006
 KITSAP COUNTY
 5474 ALMIRA DR NE
 BREMERTON, WA 98312

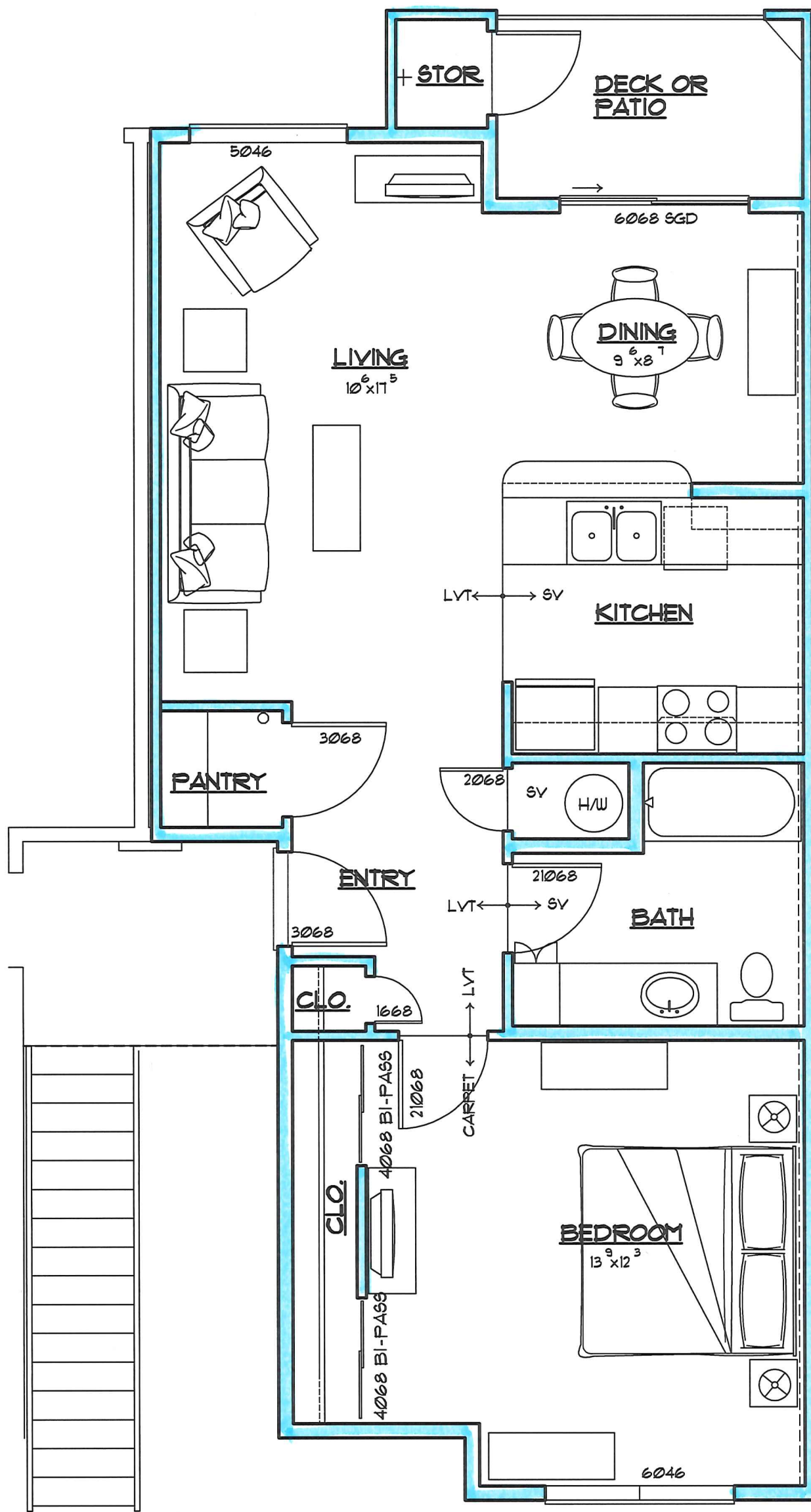
Almira Apartments
 Kitsap County, Washington

PROJECT NO.: 11-00221
 DRAWN BY: SWG
 ISSUE DATE: -
 LATEST REV. THIS SET: -

CDA COMMENTS
 2/13/18

2

P1



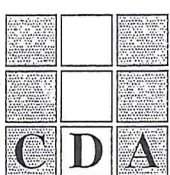
Unit A (1 Bd/ 1 Ba) - Standard & (Type B)

SCALE: 1/4" = 1'-0"

801 SF.

SCHEME 4

2/16/18

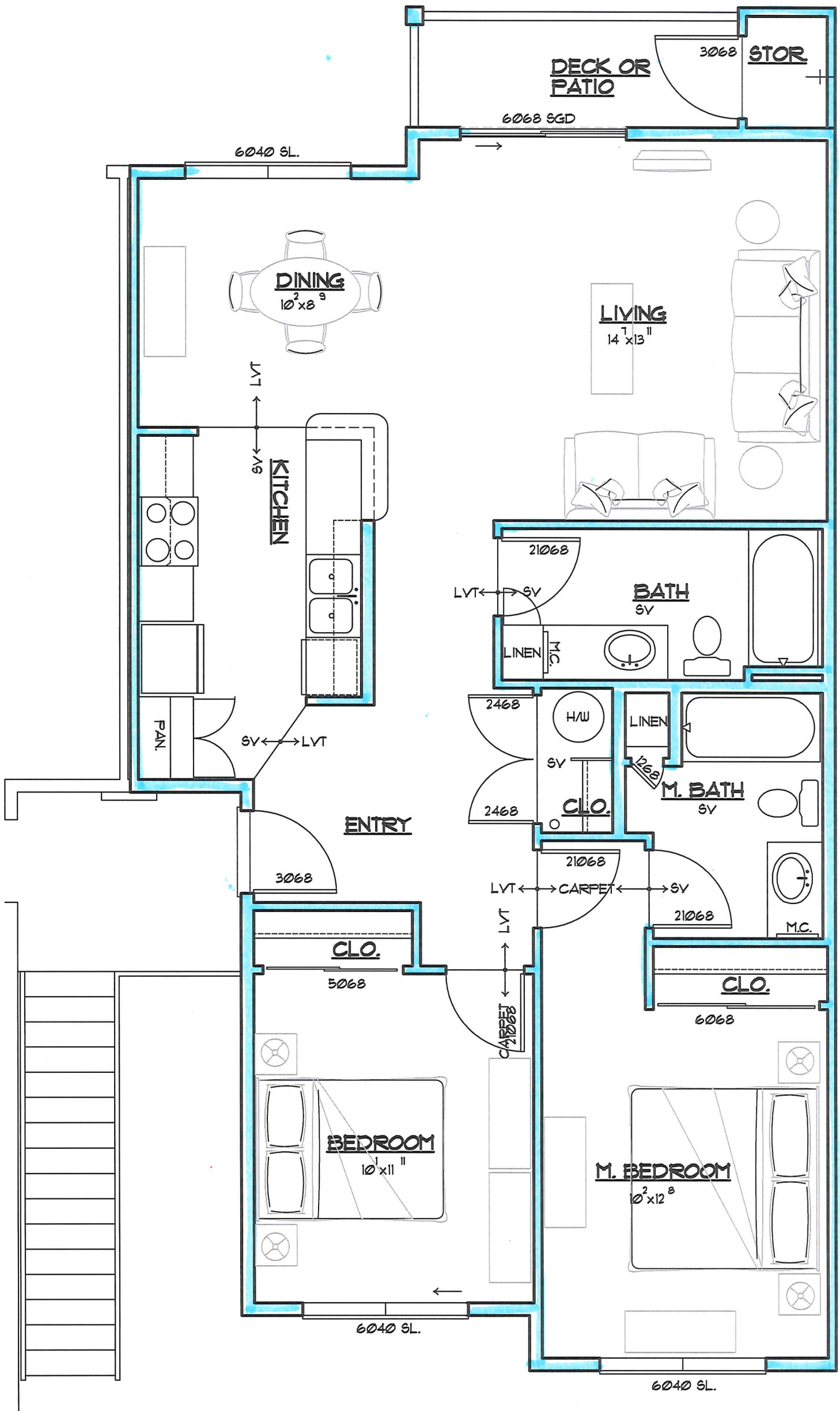


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5521th Street S.W. Suite A Lakewood, Washington 98499 (253) 584-5207 Fax (253) 581-9720

Date: 2/16/18
 Job No.:
 Rev.:

2

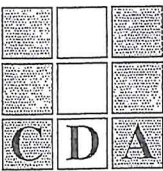


Unit B (2 Bd/ 2 Ba) - Standard & (Type B)

SCALE: 1/4" = 1'-0" 1,014 S.F.

SCHEME 4

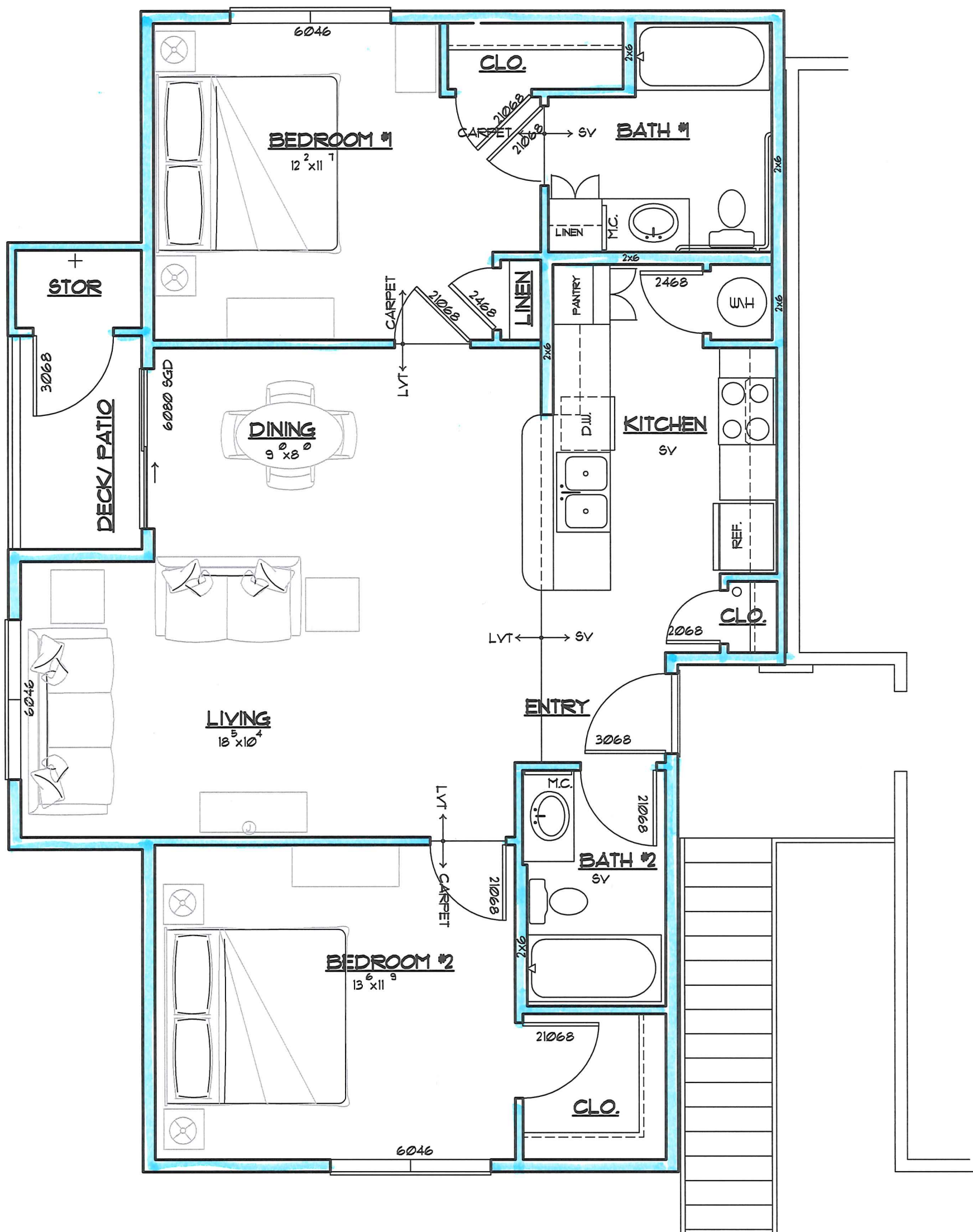
2/16/18



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Date:
 Job No.:
 Rev:

3



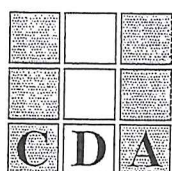
Unit C (2 Bd/ 2 Ba) - Standard & (Type B)

SCALE: 1/4" = 1'-0"

1,024 S.F.

SCHEME 4

2/16/18

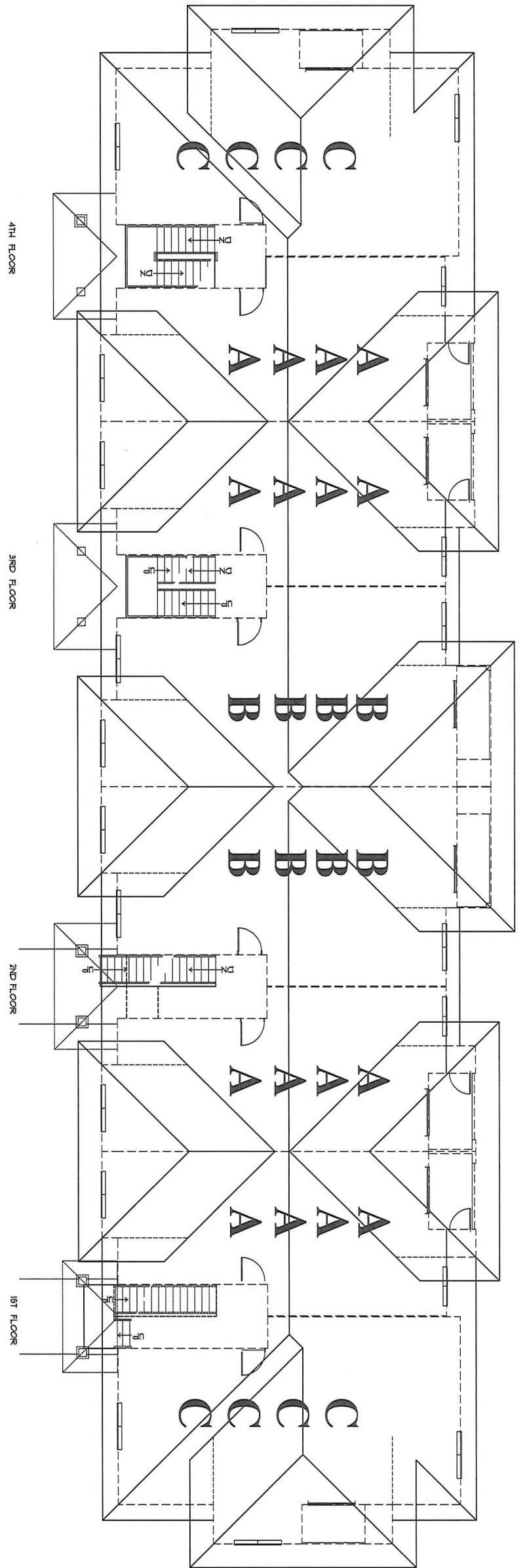


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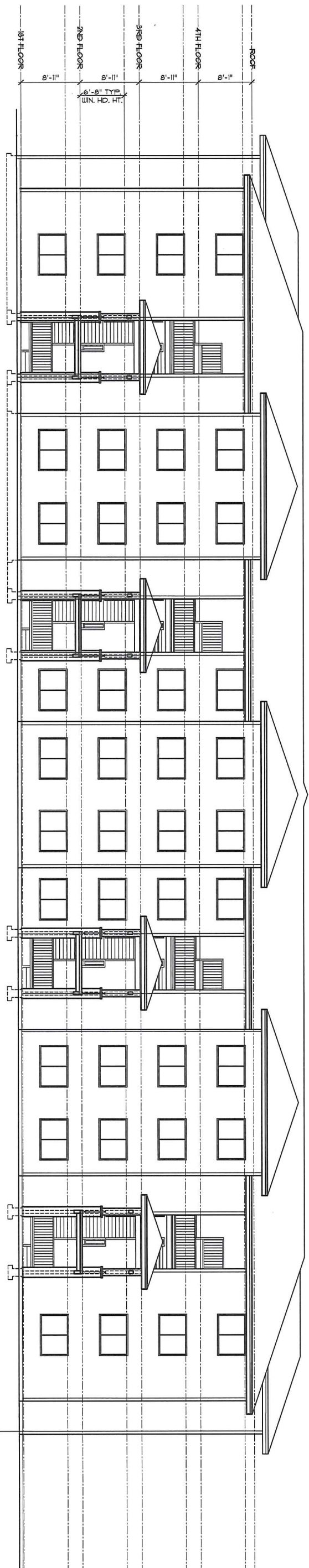
Date:
 Job No.:
 Rev.:

4



Roof Plan - Bldg 4

SCALE: 1/8" = 1'-0"

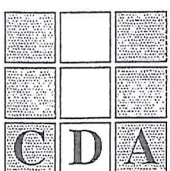


Front Elevation - Bldg 4

SCALE: 1/8" = 1'-0"

SCHEME 4

2/16/18

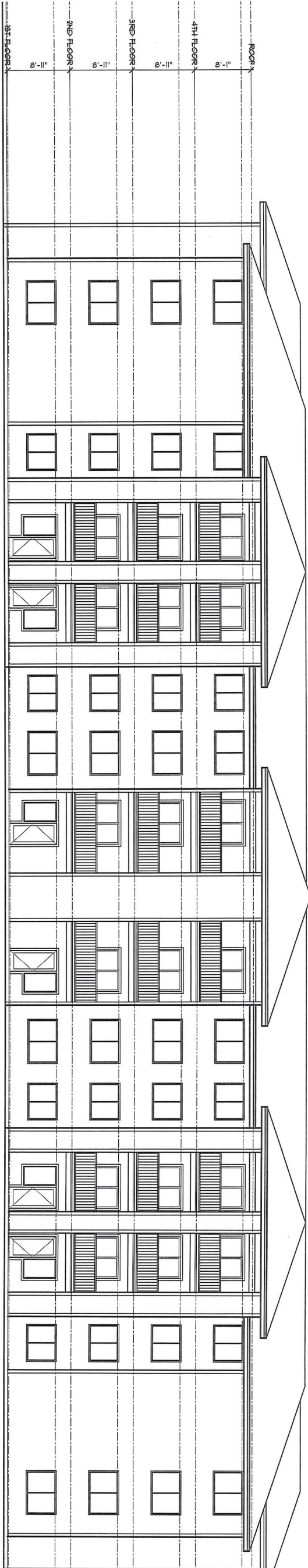


ALMIRA APTS
HOUSING KITSAP, WASHINGTON
 © Casey + DeChant Architects, LLC

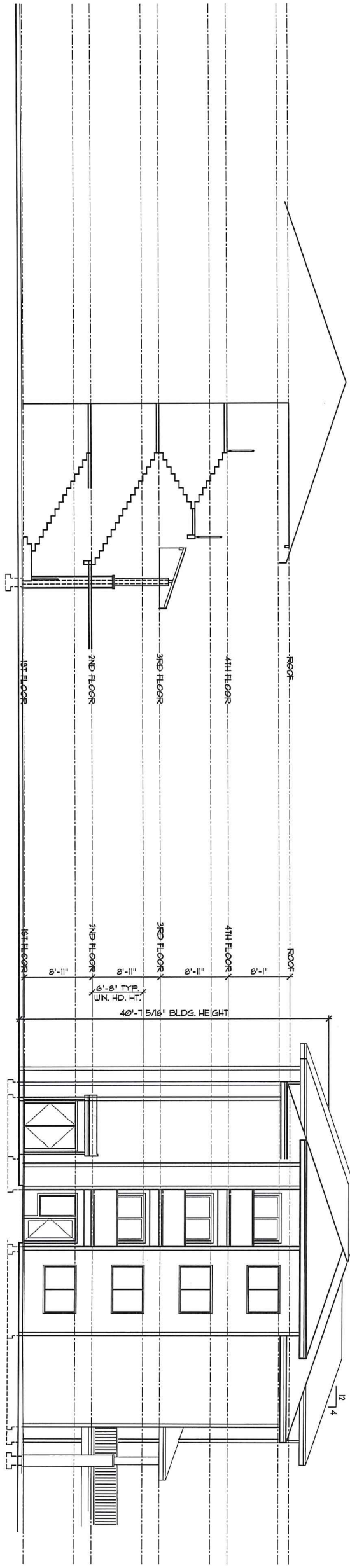
5521th Street S.W. Suite A Lakewood, Washington 98499 (253) 584-5207 Fax (253) 581-9720

Date:
 Job No. 17.017
 Rev.:

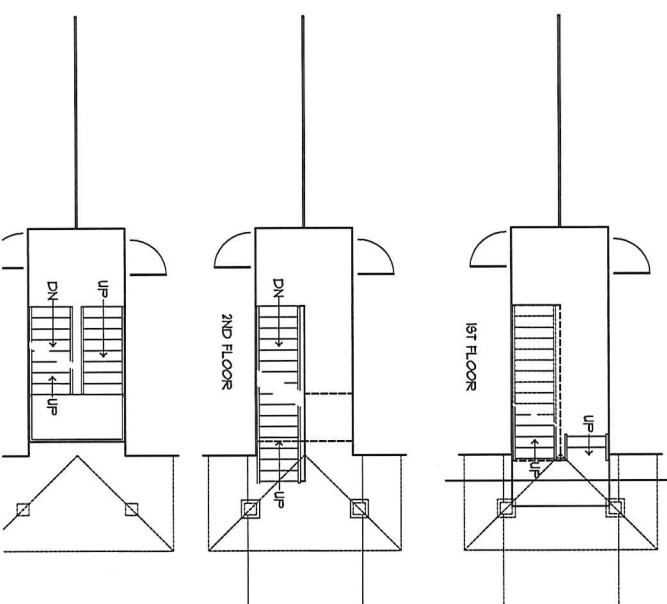
5



Back Elevation - Bldg 4
SCALE: 1/8" = 1'-0"

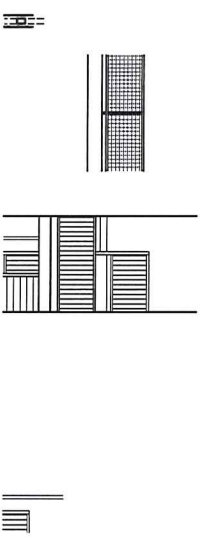


Side Elevation - Bldg 4
SCALE: 1/8" = 1'-0"



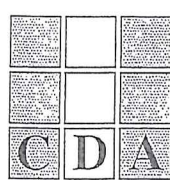
UP →
DN ←

SPRINKLER RISER ROOM
- SEE DETAIL 9.3 & 4.10.4
UNIT C
UNIT C
UNIT C



SCHEME 4

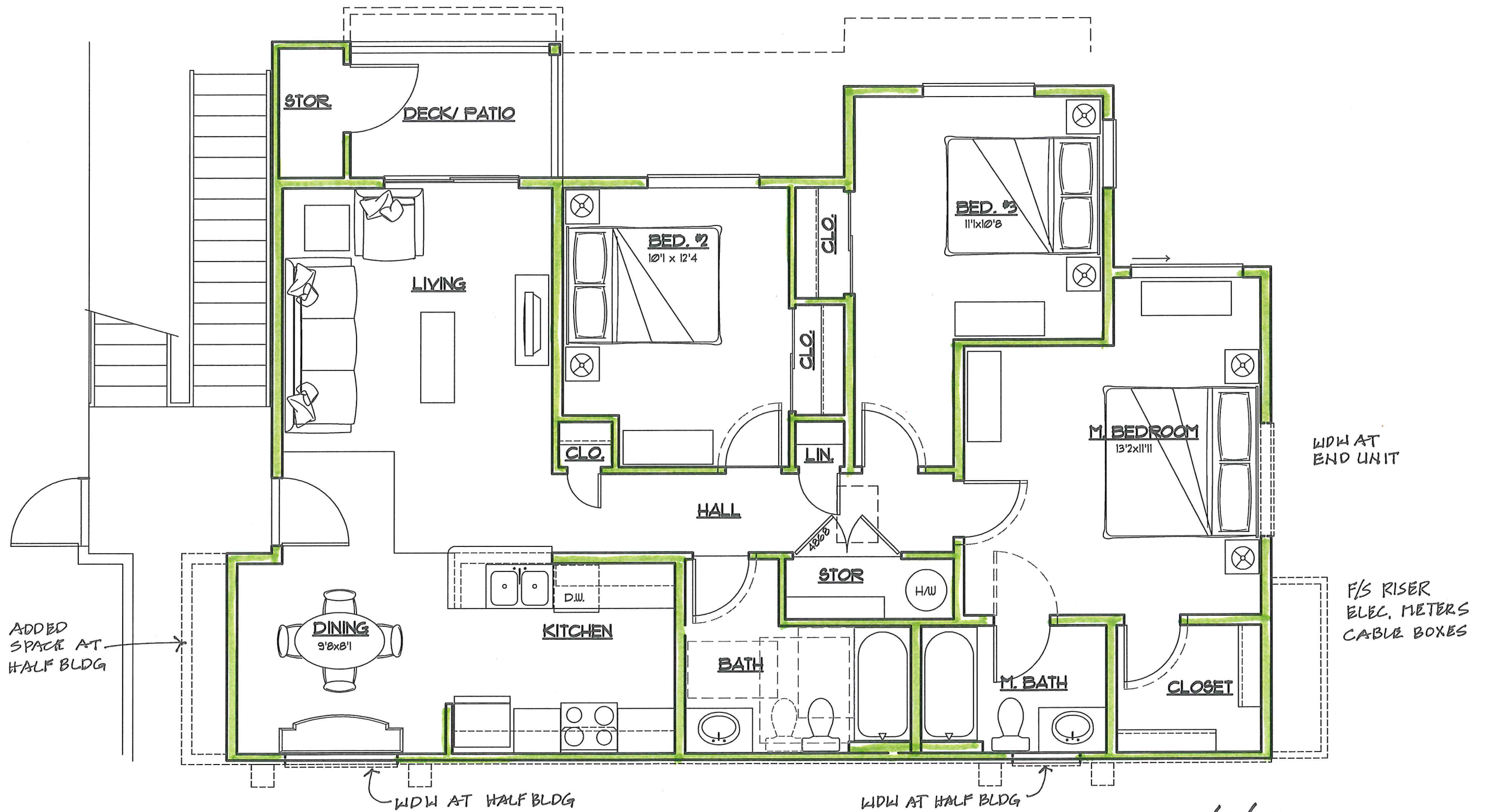
2/16/18



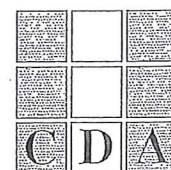
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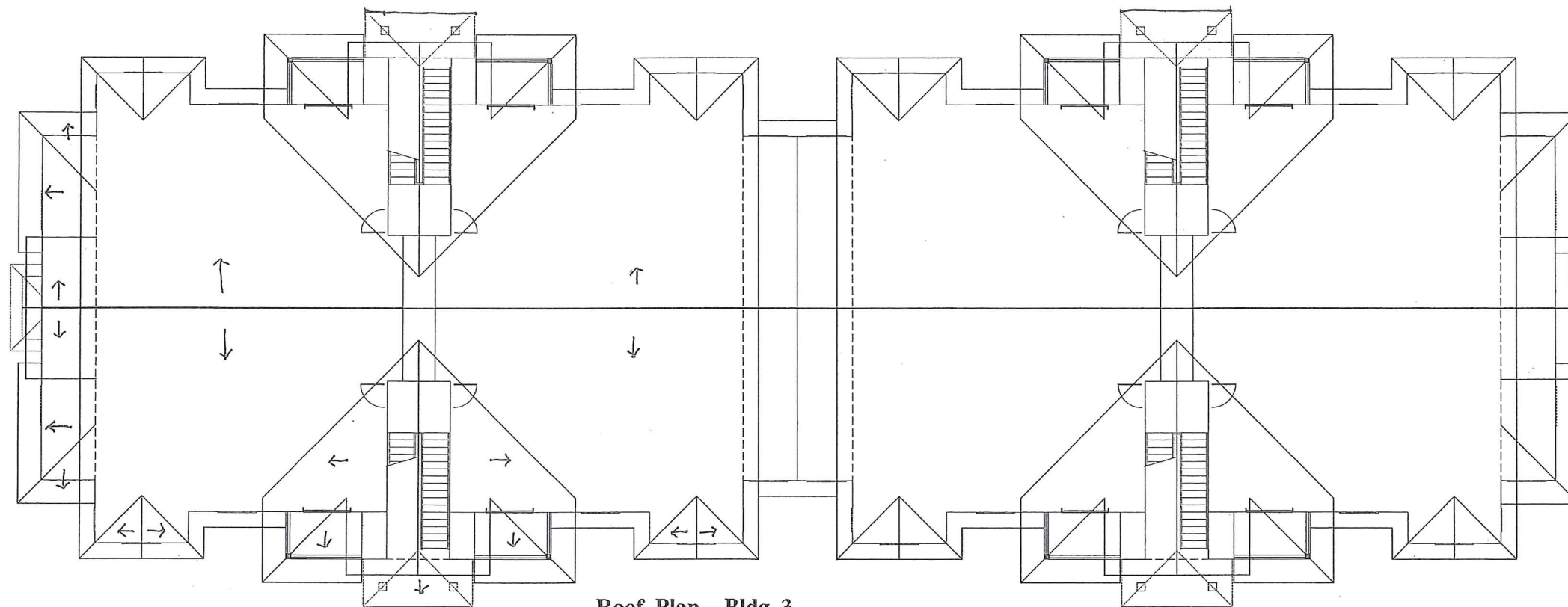
Unit D (3 Bd/ 2 Ba)
 SCALE: 1/4" = 1'-0" 1,176 SF.



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Date: 2/9/18
 Job No.: 17,017
 Rev.:

P5



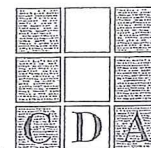
Roof Plan - Bldg. 3
SCALE 1/8" = 1'-0"



East Elevation - Bldg. 3
SCALE 1/8" = 1'-0"



South Elevation - Bldg. 3
SCALE 1/8" = 1'-0"



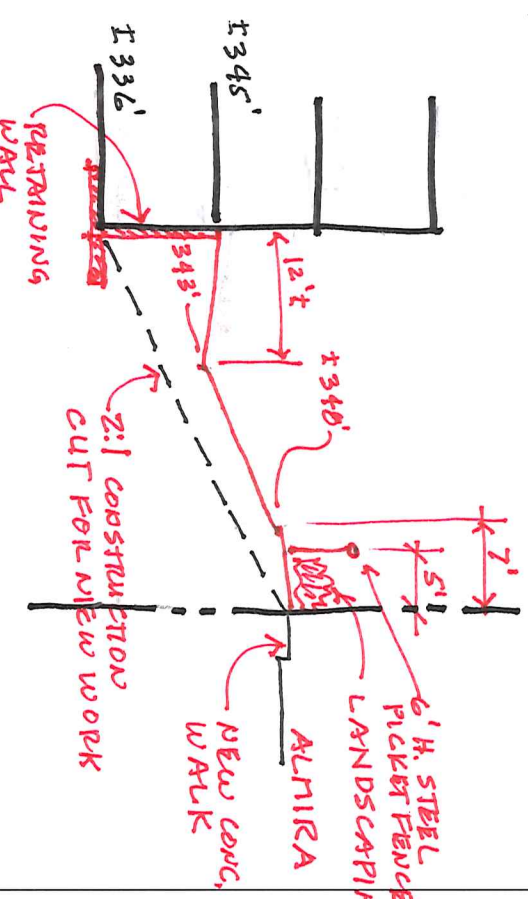
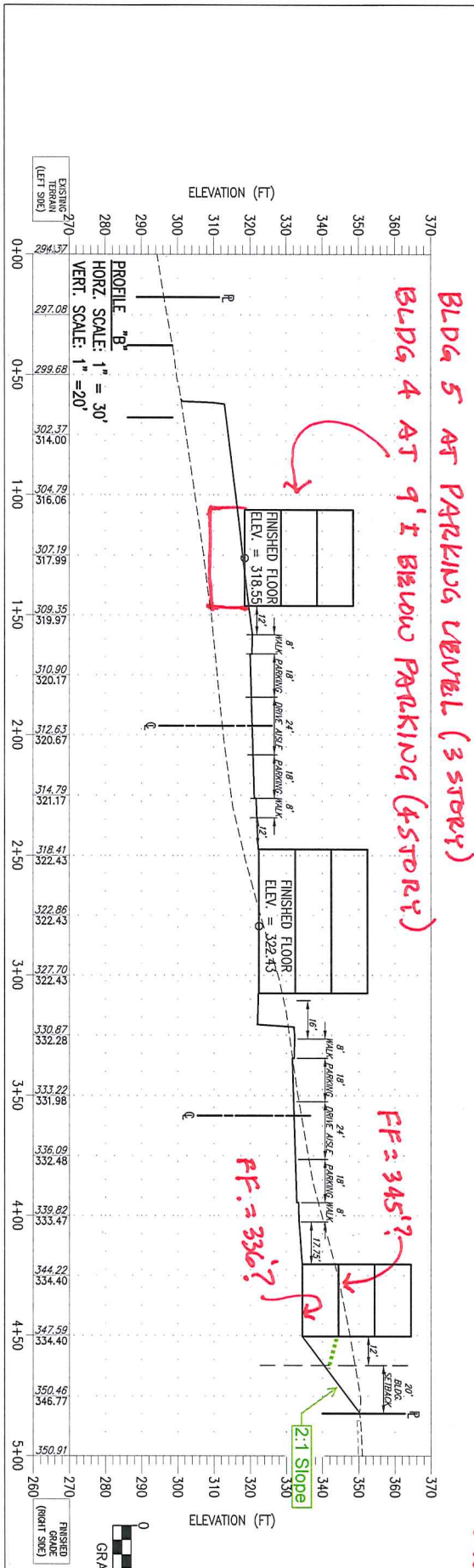
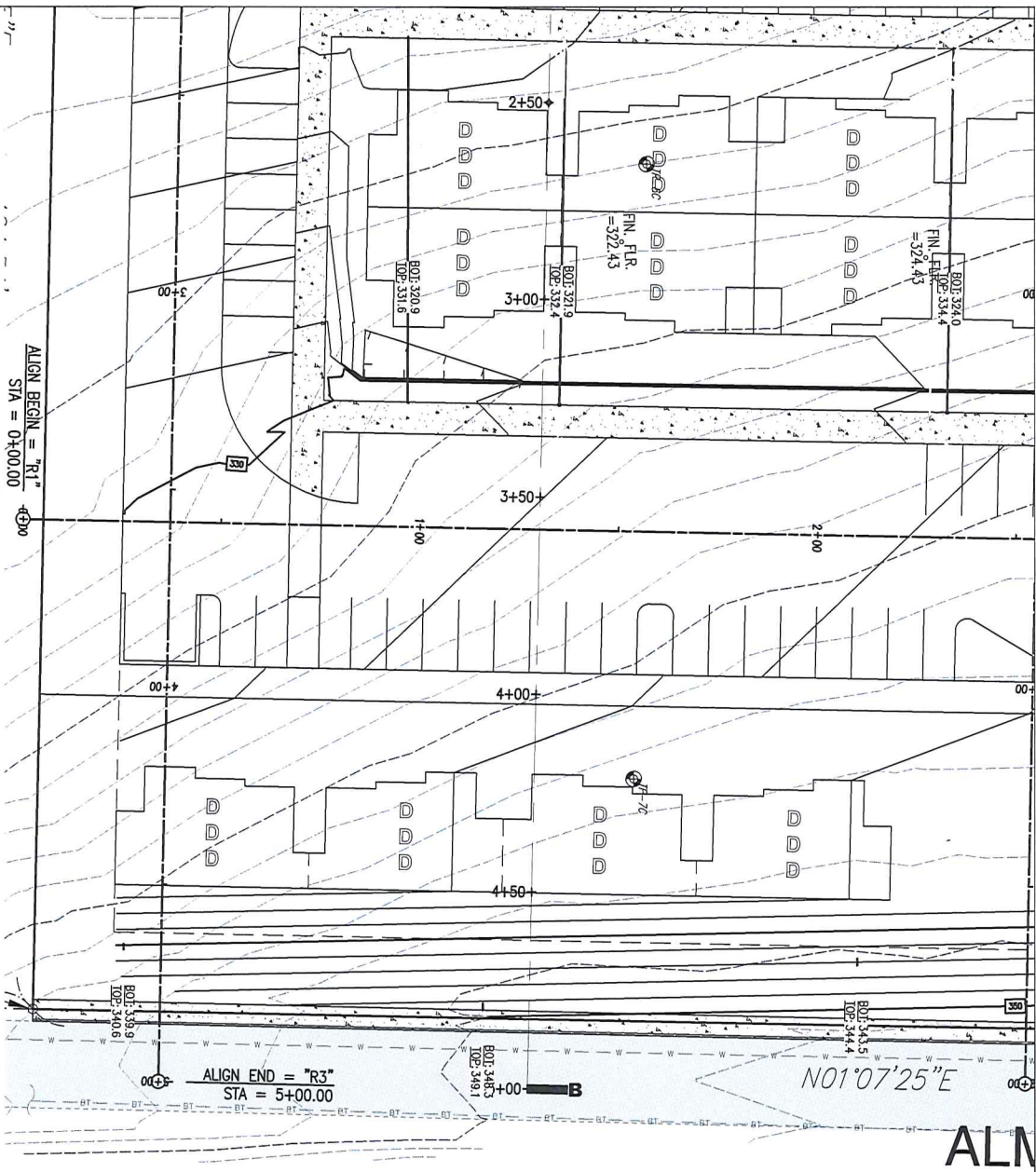
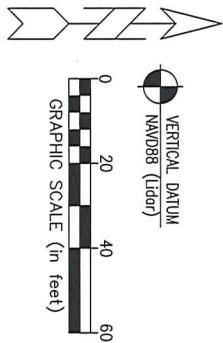
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Job No: 17.017
Rev:

2/9/18

P6



CDA COMMENTS

2/13/18

1

GRADING & DRAINAGE PLAN

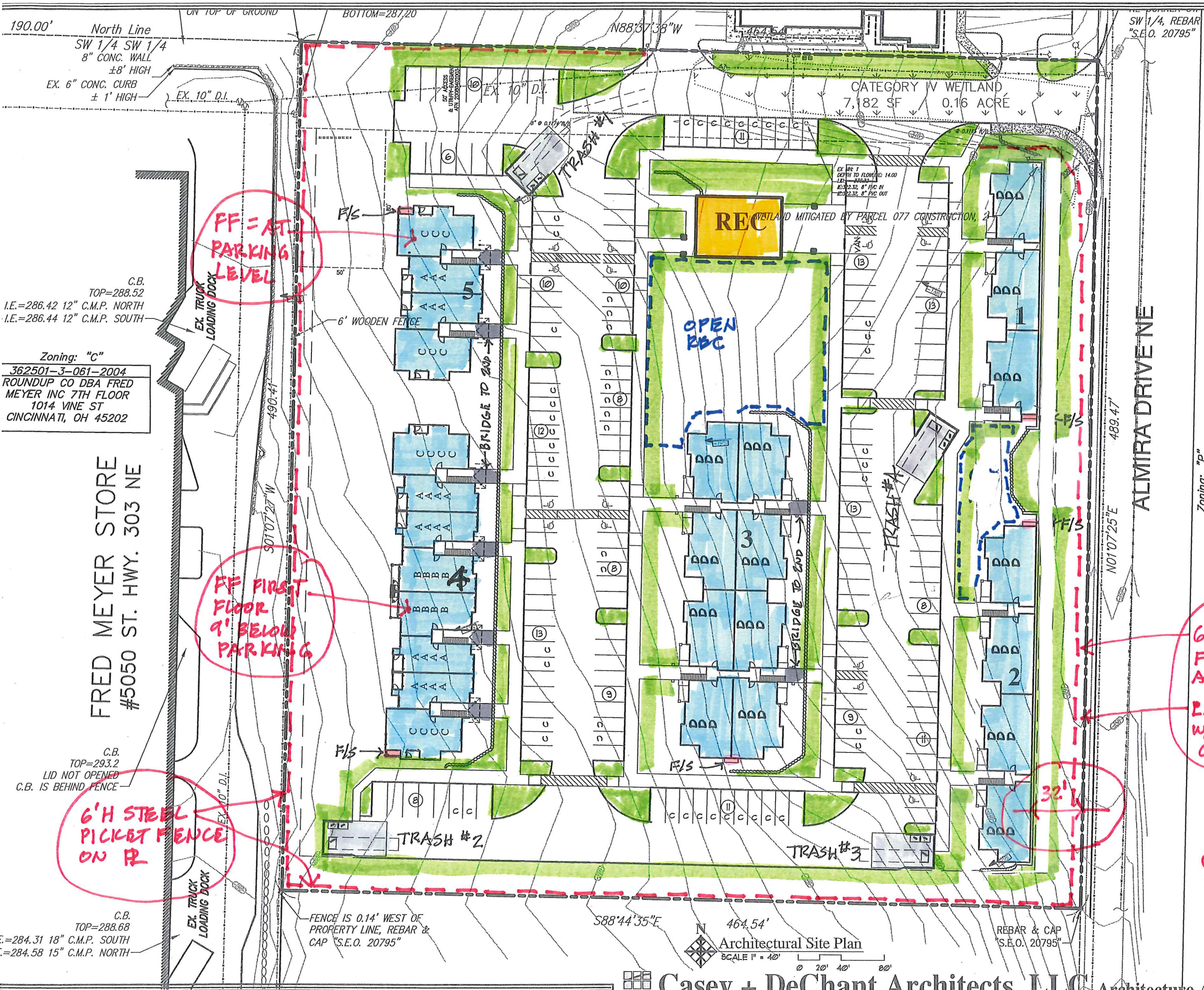
EXHBT 1

Prepared By:
WNEK ENGINEERING
CONSULTING CIVIL ENGINEER
3388 NW BYRON ST., SUITE 200
SILVERDALE, WA 98383
(360) 692-3802 mike@wnkeng.com

SCALE: 1"=20' (24X36)
DATE:
CHECKED BY: JTA
DESIGN BY: CDH
DRAWN BY: ZXW
MFW PROJ. #:

Revisions:

Prepared for:



22 UNIT A
8 UNIT B
14 UNIT C
45 UNIT D
89 UNITS

PARKING REQUIRED 178
PARKING PROVIDED 183

BLDG 4 NEEDS HEIGHT
VARIANCE FROM 35' TO 45'
CAN BE DONE ADMINISTRATIVELY.

2/9/18

Zoning: "p"
362501-1-022-2006
KITSAP COUNTY
5474 ALMIRA DR NE
BREMERTON, WA 98312

6'H. STEEL PICKET
FENCE 5' OFF FL
ALONG ALMIRA

LANDSCAPING
W/ SHRUBS &
GROUND COVER

CDA COMMENTS
2/13/18

2

Almira Apartments
Kitsap County, Washington

PROJECT NO. : 17-00221
DRAWN BY : SUG
ISSUE DATE : -
LATEST REV. : -
THIS SET : -

P1



Board of Commissioners

Agenda Item Summary

MEETING DATE: February 20, 2018

AGENDA ITEM: 5E

AGENDA TITLE: Real Estate Management and Housing Programs (REMHP)

SUBMITTED BY: Holly Paterson

TITLE: Director of REMHP

Reviewed and approved for inclusion in the packet by: Executive Director

ATTACHMENTS:

Property update

STRATEGIC PLAN LINK:

FISCAL IMPACT:

RECOMMENDATION: None

SUMMARY STATEMENT:

The attached report provides an update on HK's properties. One new feature is a report on the use of HK's Section 8 Housing Choice Vouchers that has been provided by the Bremerton Housing Authority.

Staff will provide verbal updates will be provided regarding Rhododendron Apartments and with respect to operations at Park Place.

Operations summaries including turns, vacancies, rent etc. will be provided once Tenmast is fully operational.

RECOMMENDED ACTION:

Staff will provide any updates that may have occurred since the writing of this report and will be available to respond to any questions.

E. Real Estate Management and Housing Program (REMHP) (Holly Paterson)**1. Housing Choice Voucher (HCV) as of January 31, 2018**

HCV		
Current Participants	288	
Total Vouchers	374	
Housing Assistance Payment (HAP) Spent	\$182,155.00	
Budget Authority	\$195,000.00	
Participants on notice	4	
Shoppers - Movers	3	
New Admissions in Process	1	
Pulled from Waitlist	0	10 Pulled in December, BHA staff are currently still working with participants from that list.
HK Public Housing Residents offered HCV	0	
Terminations	0	
Termination Reason	N/A	
Project Based Vouchers		
Occupied Units	62	
Vacant Units	10	
New Admissions Shopping	2	
Terminations	2	
Termination Reason	N/A	
Participants on notice	0	
HCV to Homeownership		
Participants	1	
HAP Spent	\$521.00	
HCV Family Self-Sufficiency		
Participants	11	
Participants with escrow	8	
Graduates	None Recent	

- The Bremerton Housing Authority (BHA) will be providing the information to HK as above on a monthly basis so that we may monitor our HCV program. Above are the details for the month of January 2018, this information will be included in every Board Work Study session report going forward.

2. Public Housing:

- HK staff have been busy hosting several RAD walk throughs of Golden Tides I and Nollwood to verify blue prints, accessible units, unit dimensions, etc. to prepare for the planning of rehabilitation in these units.
- Nollwood is having a beautification date at the end of February; all are welcome to attend.
- Currently, there are no issues to report for this property.

3. Viewmont/Heritage:

- HK has hired a new Site Manager for Heritage; she began work in early February.
- HK has hired a new Site Manager for Viewmont; she will begin work in late February.
- Currently, there are no new issues to report Viewmont or Heritage.

4. Fjord Manor/Fjord Vista II/Windsong:

- There was a mold issue discovered in one of the units at Fjord Manor. Maintenance went in to assess the issue and determined that the resident would have to be moved to another unit in order to fully repair the damage found. The resident will be transferred to another unit within the next week.
- One of the residents at Fjord Manor volunteered to organize the property library so that all residents could enjoy the property amenity.
- Based on maintenance and vendor information, the sump pump below the Windsong building was not functioning correctly which cause the sewer issue as reported in January. The fix is not completed yet but expected to be done within the next couple weeks.
- Fjord Vista II had its annual Rural Development supervisory visit on February 6th; the visit went well with no critical findings sited.
- Currently, there are no new issues to report for these properties.

5. Finch Place/Rhody/550 Madison:

- Update for Rhododendron legal matters will be given during the Board Work Study session.
- HK staff are working on the contract revisions to send to Fairbank Special Services for the 550 Madison deck repairs and once received with the updated information, staff will be sending the contract to HK's attorney for review.
- Currently, there are no new issues to report for these properties.

6. Golden Tides II/Golden Tides III/Liberty Bay:
 - HK has hired a new Maintenance Technician for these properties; he began work in early February.
 - Currently, there are no new issues to report for these properties.
7. Park Place:
 - Update for Park Place will be given during the Board's Work Study session.
8. Kingston Ridge:
 - Kingston Ridge staff have successfully completed the first of 21 balconies of the project. There were some issues that came up with the age of the hardware used and the weathering that caused decay in the wood but those obstacles were overcome. The next balcony replacement will happen as soon as we have more dry weather, staff are planning for early to mid-March to complete the next deck repair. Staff now have a clear estimate of the cost and time it takes to replace each balcony.
 - Currently, there are no new issues to report for this property.
9. Conifer Woods:
 - Conifer Woods maintains 7 Mutt Mitt stations on the site. In 2017, we used 5,100 bags. Annually, the county provides about 1,000 free; HK purchases the rest. This is a nice amenity for the residents and keeps our grounds a whole lot cleaner.
 - Currently, there are no new issues to report for the property.
10. Port Orchard Vista: Port Orchard Vista/Madrona Manor:
 - HK has hired a new Site Manager for these properties; she began work in early February.
 - Currently, there are no new issues to report for these properties.
11. Orchard Bluff Mobile Home Park:
 - Currently, there are no new issues to report for this property.
12. Resident Services (Laura Daley)
 - Kitsap County 4-H is providing robots and coding instruction materials to the Nollwood Boys and Girls Club so that we can host a Robotics/STEM Club every two weeks. We hope to have a team of youth participate in a Robotics Challenge held at the Kitsap County Fairgrounds in April. Laura Daley is working with the Kitsap Regional Library, who is helping to find an appropriately skilled volunteer to lead a "Coder Dojo" in the future for youth interested in building STEM knowledge and skills.
 - Laura Daley is looking forward to expanding the Resident Services program to include services at the Rhododendron Apartments and Finch Place. Laura has met with both property managers and has meet-and-greet events planned for late February at both properties.
 - There is a beautification day scheduled for February 23rd at Nollwood. The Kitsap Community Resources AmeriCorps team of 20 members are participating as part of their service commitment, and we are grateful for the community support.

- Nollwood's Kitsap Youth in Action (KYA) update: Melody Collingsworth from KYA will be using a leadership curriculum called "Everyday Leadership" to engage youth 11 to 18 on the 2nd Thursday of every month at the Nollwood Community Center. On the 3rd Tuesday of each month, Laura will provide transportation for Nollwood youth to meet with other KYA members at Kitsap Community Resources. There, the youth will plan a monthly service project to benefit the community. Teens are also participating in art classes taught by a volunteer on the 4th Thursday of each month— They learned to make fleece hats in January, and they will be making fleece spirit garlands in February using leftover material.
- Meals on Wheels added Tuesdays, Thursdays and Fridays to their existing Monday 12:00 PM congregate meal service at the Golden Tides I Community Center starting on February 12th.
- Nollwood's Walking Club has moved indoors for the winter months. Dana Bierman from the Public Health District is supporting the health of the community by providing free yoga classes for residents on Mondays in the Community Center.
- In February, Laura Daley met with Laura Hyde from the Kitsap County Human Services department to apply for certification through Mentoring Works Washington of our new intergenerational mentoring program, All Aboard for Adventure. This program will bring 10 seniors and 10 youth together to read and socialize for one hour per week.
- The National Night Out 2018 planning committee met for the first time on February 16, 2018. We discussed what worked and what needed improvement during the 2017 event and started preliminary planning discussions regarding location and stakeholders for the event. National Night Out will be held on August 7, 2018 at 8PM. If any members of the HK Board of Commissioners were interested in being an honored guest it would be greatly appreciated.